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Southern Adventist University Graduate Handbook & Planner 2013-2014

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Power for Mind & Soul

Post Office Box 370
Collegedale, TN 37315
423.236.2000 • southern.edu

GRADUATE ACADEMIC PLANNER



2 0 1 3 - 2 0 1 4

Name: _____

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(Refer to Daily Planning Calendar for detailed information)	
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SOUTHERN'S COMMITMENT TO STUDENT RIGHTS

**SOUTHERN ADVENTIST UNIVERSITY
WILL PROTECT THE ACADEMIC, SPIRITUAL,
SOCIAL, PERSONAL, AND CORPORATE
RIGHTS OF OUR STUDENTS.**

ACADEMIC	Southern will provide substantive academic programs that are clearly communicated and are responsive to the educational needs and concerns of our students.
SPIRITUAL	Southern will promote the spiritual development of our students through the values we espouse, programs we present, and individual nurturing we provide.
SOCIAL	Southern will treat our students with dignity and cultivate an environment of respect for individuals, including privileges of expression and assembly in harmony with university standards.
PERSONAL	Southern will provide our students opportunity for development of personal potential by articulating and practicing high standards of healthful living, wellness, and entertainment.
CORPORATE	Southern will clearly communicate what is required for all members of the university community and will apply our regulations with fairness, timeliness, and confidentiality.

STUDENT COMMITMENT TO RESPONSIBLE CONDUCT
AS A STUDENT AT
SOUTHERN ADVENTIST UNIVERSITY
I WILL CONSISTENTLY COMMIT MYSELF TO
ACADEMIC, SPIRITUAL, SOCIAL, PERSONAL,
AND CORPORATE RESPONSIBILITY.

ACADEMIC	I will follow directions in the university catalog and will apply my best effort to my academic program with inquisitiveness, propriety, honesty, and integrity. I will promote the same conduct among my peers.
SPIRITUAL	I will honor the university mission of seeking and teaching truth as revealed by Jesus Christ in the Bible. I will balance work, study, and recreation with Sabbath rest and spiritual enrichment.
SOCIAL	I will show respect for all members of the university community—their lives, property, and environment. This includes respect for diversity, ethical use of communication technologies, and community service.
PERSONAL	I will develop high standards of personal health, wellness, and entertainment and will promote the same for other members of the university community. I will avoid alcohol, tobacco, improper drug use, and sex outside of marriage.
CORPORATE	I will actively participate in the corporate life of the university, taking initiative to meet all of my duties under its regulations. This participation includes financial obligations, program and class attendance, appropriate dress and behavior, vehicle procedures, and fulfillment of my designated role as a member of this residential community.

helpful information

Phone Numbers, Services, Operating Hours

To use a campus phone, dial 8 before the phone number.

General Information	236.2000
Academic Administration	236.2805
Oversees management of academic issues	
Monday-Thursday, 8 a.m.-12 p.m. and 1-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Academic Technology	236.2086
See Eclass Support	
Admissions	236.2835
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Adventist Book Center <i>adventistbookcenter.com</i>	396.2814
Sunday, 10 a.m.-5 p.m.	
Monday-Thursday, 9 a.m.-6 p.m.	
Friday, 9 a.m.-3 p.m.	
Audio Visual	236.2411
Monday-Friday, 8 a.m.-5 p.m.	
Campus Kitchen (fast food)	236.2488
Sunday, 9 a.m.-5 p.m.	
Monday-Thursday, 7 a.m.-9 p.m.	
Friday, 7 a.m.-1 p.m.	
Sabbath, Closed	
Campus Safety <i>southern.edu/campusafety</i>	236.2100
Campus Safety personnel are available 24 hours a day, seven days a week. Services include: vehicle registration, motorist assists, life safety and crime investigation, lost and found, door access, and safety escorts. Email campussafety@southern.edu .	
Monday-Thursday, 7:30 a.m.-5:30 p.m.	
Friday, 7:30 a.m.-1 p.m.	
Campus Shop <i>saucampusshop.com</i>	236.2152
Textbooks, school supplies, bath/beauty products, cards/gifts, Southern apparel	
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Career Services	236.2782
Cashier	236.2826
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	

Chaplain's Office and Campus Ministries	236.2787
Pastoral care, inreach and outreach activities; Student Missions; Student Wellness	
Monday-Thursday, 9 a.m.-5 p.m.	
Friday, 9 a.m.-12 p.m.	
Collegedale Church	396.2134
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Vespers, 8 p.m., Church	
Church Services:	
Adoration, 9 a.m., 10:15 a.m., Renewal, 11:35 a.m.,	
Connect, 11:35 a.m., Collegedale Academy	
Collegedale Credit Union <i>collegedale.org</i>	396.2101
Drive through open from 7:30 a.m.-closing	
Sunday, 11 a.m.-2 p.m.	
Monday-Wednesday, 8 a.m.-4 p.m.	
Thursday, 8 a.m.-6 p.m.	
Friday, 8 a.m.-2 p.m.	
Collegedale Police (non-emergency)	396.3133
Collegedale Post Office	396.9498
Monday-Friday, 8 a.m.-4:15 p.m.	
Closed Saturday, Sunday, and Holidays	
Computer Labs	
Business/English (Brock Hall 3rd floor; check posted schedule for hours).....	236.2599
Computing (Check posted schedule for hours)	
Advanced Computing Lab (Hickman 118)	
Computing Lab (Hickman 116).....	236.2706
Education 21 st Century Classroom (Check posted schedule for hours)	236.2778
Journalism Mac Lab (Brock Hall 1st floor; check posted schedule for hours)	236.2933
Library	236.2788
Sunday, 12-11 p.m.	
Monday-Thursday, 7:45 a.m.-11 p.m.	
Friday, 7:45 a.m.-12 p.m.	
Nursing (check posted schedule for testing, holidays, and summer).....	236.2970
Sunday, 11 a.m.-10 p.m.	
Monday-Thursday, 8 a.m.-10 p.m.	
Friday, 8 a.m.-3 p.m.	
Departments and Schools (Academic)	
Departments	
Allied Health.....	236.2926
Biology	236.2926
Chemistry	236.2931
English	236.2381
History	236.2381
Mathematics	236.2874

Modern Languages	236.2221
Lab	236.2742
Physics	236.2669
Technology.....	236.2860
Schools	
Business and Management.....	236.2527
Computing	236.2936
Education and Psychology	236.2765
Journalism and Communication.....	236.2330
Editing Lab	236.2332
Photography Lab	236.2933
Music	236.2880
Nursing	236.2940
Learning Lab	236.2970
Skills Lab	236.2969
Physical Education, Health, and Wellness	236.2850
Religion	236.2976
Social Work	236.2768
Visual Art and Design	236.2732
Dining Hall	236.2399
Weekday Hours	
Breakfast, 6:30-10 a.m.	
Grab n Go, 10-10:45 a.m.	
Hot Lunch, 11:30 a.m.-4 p.m.; Friday Closed 2-5 p.m.	
Supper (Monday-Friday), 5-6:30 p.m.	
Weekend Hours	
No breakfast on Saturday or Sunday	
Saturday: Lunch, 12-2:30 p.m.	
Sunday: Closed	
Disability Support Services dss@southern.edu	236.2574
Monday-Thursday, 9 a.m.-1 p.m.; 2-6 p.m.	
Friday, 9 a.m.-1 p.m.	
Eclass Support	236.2086
Technical support for Eclass, clickers, and Turnitin assignments is available.	
Monday-Thursday, 8 a.m. -5 p.m.	
Friday, 8 a.m.-12 p.m.	
Emergency (ambulance, fire, or police).....	911
Enrollment Services	236.2835
Financial aid awards, scholarships, federal work-study, student loans, summer camp scholarships, annual application forms, financial aid counseling	
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
First Year Experience.....	236.2575
Program for first year undergraduate students	

Graduate Studies	236.2694
Processes all applications for students seeking admission into Graduate Studies	
Monday-Thursday, 8:30 a.m.-12:30 p.m. and 1:30-5:30 p.m.	
Friday, 8:30 a.m.-12:30 p.m.	
Gymnasium (Iles P. E. Center)	236.2850
Reserving racquetball courts, equipment, and facilities. For intramurals information, go to <i>southern.edu/intramurals</i> . For more facility hours, go to <i>southern.edu/wellness</i> .	
Sunday, 5-9 p.m.	
Monday-Thursday, 8 a.m.-10 p.m. (except during classes)	
Friday, 8 a.m.-12 p.m.	
Hair Designers	396.2600
Monday-Thursday, 10 a.m.-Open Late	
Sunday & Friday, 10 a.m.-4 p.m.	
Hulsey Wellness Center <i>southern.edu/wellness</i>	236.2850
The Kayak (snack shop), rock wall, indoor and outdoor walking tracks, fitness floor, aerobics room, hot tub, therapeutic-massage pool, locker rooms with steam baths and dry sauna.	
Sunday, 12-9 p.m.	
Monday-Thursday, 5 a.m.-10 p.m.	
Friday, 5 a.m.-2 p.m.	
Information Systems	
Campus Cards and replacements, phone cards, fax service	236.2707
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-1 p.m.	
Computer support desk	236.2712
Monday-Thursday, 7:30 a.m.-5 p.m.	
Friday, 7:30 a.m.-12 p.m.	
Insurance (Risk Management)	236.2566
Monday-Thursday, 8 a.m.-12 p.m.	
Friday, 8 a.m.-12 p.m.	
International Student Advising	236.2081
The Kayak (snack shop)	236.2592
Smoothie and sandwich bar	
Monday-Thursday, 12-9 p.m.	
Kiddie Campus	396.9253
Monday-Thursday, 6:30 a.m.-6 p.m.	
Friday, 6:30 a.m.-4 p.m.	
KR's Place (snack shop)	236.2719
Sunday, 5-10 p.m.	
Monday-Thursday, 10 a.m.-10 p.m.	
Friday, 10 a.m.-1 p.m.	
Sabbath, 7-9 p.m.	

Library (McKee)	236.2788
Databases, books, journals, Lincoln Civil War Collection, videos, and other types of media	
Sunday, 12-11 p.m.	
Monday-Thursday, 7:45 a.m.-11 p.m.	
Friday, 7:45 a.m.-2 p.m.	
Online Campus	236.2087
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Outdoor Education Center	236.2416
Ropes Course and Alpine Tower	
Quick Print	236.2861
Copying, UPS, mail service, color copies, etc.	
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Records and Advisement/Transcripts	236.2899 or 236.2921
Registration, class schedule, class add/drop, grades, transcripts, verifications for student loans or good student driving discounts, major or adviser changes	
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Residence Halls	
Talge Hall for Men	236.2994
Thatcher Hall for Women	236.2904
Thatcher South for Women	236.2910
Sunday-Friday, lobbies close at 11 p.m.	
Saturday, lobbies close at 12:45 a.m.	
Sheriff (non-emergency)	622.0022
Student Association (check posted schedule for hours)	236.2723
Festival Studios	236.2678
Social Activities	236.2603
Southern Accent	236.2612
Southern Memories	236.2613
SA President	236.2600
Student Center	236.2611
CNN and ESPN, video games, national and campus newspapers, pool table, air hockey, ping-pong, and various table games	
Sunday, 1-10:30 p.m.	
Monday-Thursday, 11 a.m.-10:30 p.m.	
Friday, 11 a.m.-1 p.m.	
Student Employment (Human Resources) <i>southern.edu/hr</i>	236.2276 or 236.2278
Information about on and off-campus jobs.	
Monday-Thursday, 8 a.m.-12 p.m. and 1-5 p.m.	
Friday, 8 a.m.-12 p.m.	

Student Finance (see Enrollment Services)

Student Life and Activities236.2484

Coordinates social activities and student organizations, assists community students
Monday-Thursday, 8 a.m.-12 p.m. and 1-5 p.m.
Friday, 8 a.m.-12 p.m.

Student Park

Reservations236.2555
Cave Reservations.....236.2785
Goliath Wall amphitheater reservations236.2785

Student Services236.2814

Oversees management of student life—residence halls, Student Success Center, Student Life and Activities, Campus Ministries, Convocation records, and enforcement of university rules and regulations.
Monday-Thursday, 8 a.m.-12 p.m. and 1-5 p.m.
Friday, 8 a.m.-12 p.m.

Student Success Center

Counseling and Testing Services236.2782
Counseling, career planning, testing, international student advisement
Monday-Thursday, 8 a.m.-12 p.m. and 1-5 p.m. (closed for Convocation)
Friday, 8 a.m.-12 p.m.
Learning Support Services236.2838
Academic support, college survival skills, disability services
Monday-Thursday, 8 a.m.-5 p.m. (Tutoring Room, 8 a.m.-9 p.m.)
Friday, 8 a.m.-12 p.m.

Teaching Materials Center *southern.edu/tmc*236.2661

Laminating, copying, binding, easy-punch lettering, videos, books, games, video viewing machines, free pictures for projects, multicultural costumes and artifacts, bulletin board materials, etc.
Sunday, 2-7:30 p.m.
Monday-Thursday, 9 a.m.-8:45 p.m. (Closed during Convocation)
Friday, 9 a.m.-12 p.m.

Transportation Services236.2716

Transportation to and from airport, bus station, and to Groome Transportation connecting to Atlanta and Nashville airports. Free to current students.
Monday-Thursday, 7:30 a.m.-12 p.m. and 1-5 p.m., Friday, 7:30 a.m.-12 p.m.

University Health Center *southern.edu/universityhealth*236.2713

Visit the UHC first for minor illnesses or injuries, wound care, lab tests, immunizations, physicals, referrals to area doctors. Check the Student's Self-Care Guide online.
Monday-Thursday, 8 a.m.-12 p.m. and 1-5 p.m.
Friday, 8 a.m.-12 p.m.

Village Market (health food store)	236.2300
Sunday, 8 a.m.-6 p.m.	
Monday-Thursday, 7 a.m.-9 p.m.	
Friday, 7 a.m.-4 p.m.	
Village Market (deli)	236.2308
Breakfast, Monday-Friday, 7-9:30 a.m.	
Lunch, Monday-Friday, 10 a.m.-2 p.m.	
Sunday Brunch, 8 a.m.-3 p.m.	
Wright Hall	
Academic Administration	236.2805
Monday-Thursday, 8 a.m.-12 p.m. and 1-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Accounting.....	236.2820
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Cashier	236.2826
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Enrollment Services	236.2835
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Human Resources.....	236.2276
Monday-Thursday, 8a-12 p.m. and 1-5 p.m.	
Friday, 8 a.m.-12 p.m.	
President's Office	236.2801
Monday-Thursday, 8 a.m.-12 p.m. and 1-5:30 p.m.	
Friday, 8 a.m.-12 p.m.	
Records and Advisement	236.2899
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Transcripts	236.2921
Monday-Thursday, 8:30 a.m.-4:30 p.m.	
Friday, 8:30 a.m.-12 p.m.	
WSMC Radio (FM 90.5) wsmc.org.....	236.2905
Classical radio station	
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Writing Center	236.2384
Sunday-Thursday, 1-9 p.m.	

Notes

[illegible]

july 2013	sun.	mon.	tues.
		1 Book Buy Back, 9a-5p, Campus Shop SEP Classes Begin (1-25) SOR Classes Begin (1-19)	2 Tornado Siren Test, Noon
	7 Recharge sponsored by School of Religion (7-19) MSW Class Begins (7-24)	8	9
	14	Payday: Salary 15	16 Tornado Siren Test, 6p
	21 University Health Center Open, Noon-2p Campus Shop Open, Noon-2:30p	22	23
	Parent's Day 28 University Health Center Open, 10a-2p Campus Shop Open, 10a-3p	29 3rd Summer Session Begins	Payday: Salary 30 Last day for 100% tuition refund 2nd Summer Session grades due, Verified at 5p, Records

wed.	thu.	fri.	sat.
3	Independence Day 4 Offices Closed	5 Offices Closed Sunset, 8:58p	6 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
10	11	Payday: Hourly/Student 12 University Health Center Closed Sunset, 8:56p	13 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
17	18	19 University Health Center Open, 8a-Noon SOR Classes End Sunset, 8:53p	20 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
24 MSW Class Ends	25 Book Buy Back, 9a-5p, Campus Shop SEP Classes End	Payday: Hourly/Student 26 Book Buy Back, 9a-Noon, Campus Shop 2nd Summer Session Ends Sunset, 8:48p	27 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
31 Last day to add 3rd Summer Session class			

<div> <div>2013</div> <div>august</div> </div>	sun.	mon.	tues.
	Sign up for intramurals: southern.edu/intramurals		
	4 All vehicles must be registered with Campus Safety	5	6 Tornado Siren Test, Noon
	11	12	13
	18 Employee Picnic, 6p	19	20 University Colloquium (20-28) Employee In-Service Tornado Siren Test, 6p
	25 University Health Center Open, 10a-2p Campus Shop Open, 10a-3p McKee Library Open, Noon-5p	26 McKee Library Open, 9a-5p Softball Intramural Sign- up Begins, southern.edu/intramurals	27 Faculty In-Service, 8a-Noon McKee Library Open, 9a-5p 3rd Summer Session grades due, Verified at 5p, Records

wed.	thu.	fri.	sat.
	1 Last day for 60% tuition refund No tuition refund after today	2 Vespers, 8p, Church Sunset, 8:42p	3 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park Diversions, 9:30p
7	8	9 Payday: Hourly/Student Last day to drop a class MSN Capstone Presentation, 9a-Noon, Florida Hospital Hall Vespers, 8p, Church Sunset, 8:35p	10 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p
14	Payday: Salary 15	16 Vespers, 8p, Church Sunset, 8:27p	17 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p
21 Employee Wellness Assessment, 6-10a, Iles BRIDGE Luncheon, 11:30a, Presidential Banquet Room	22 New Professor Orientation-Part 1, 8:30a-Noon, Presidential Banquet Room 2 Book Buy Back, 9a-5p, Campus Shop Graduate Faculty Luncheon, Noon, Presidential Banquet Room	23 Payday: Hourly/Student New Professor Orientation-Part 2, 9-11a, Pres. Banquet Room Book Buy Back, 9a-Noon, Campus Shop 3rd Summer Session Ends New Employee Reception, 5:30p, Bietz Lawn Vespers, 8p, Church Sunset, 8:19p	24 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Employee Departmental Fellowship, Various Times & Locations Open Gym Night, 9:30p, Iles P E Center
28 McKee Library Open, 9a-5p Organization Showcase, 4:30-6:30p, & Supper, 5-6:30p, Iles P E Center	29 Classes Begin McKee Library Open, 7:45a-11p Convocation: Student Dedication, 11a, Church, Gordon Bietz SEP, SCS, Global Community Development Classes Begin	30 Payday: Salary McKee Library Open, 7:45a-2p Vespers, 8p, Church, Brennon Kirstein Sunset, 8:10p	31 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Student Missions Welcome Back Lunch, 1p Evensong, 7:30p, Church SA Welcome Party, 9p, Iles P E Center

september 2013	sun.	mon.	tues.
	1 MSW Classes Begin MEd Outdoor Inten- sives (1-11)	2 Labor Day SBM Graduate Classes Begin Softball Team Meeting, 5p, Hulsey	3 SON Graduate Classes Begin Tornado Siren Test, Noon
	8 Grandparents Day Southern Union Youth Director's Pancake Breakfast, 9:30-11:30a, Student Park All vehicles must be registered with Campus Safety	9 Futsal Sign-up Begins, southern.edu/intra- murals University Senate, 3:30p	10 Dean's Luncheon, Noon, Presidential Banquet Room Piano: Pridonoff Duo, 7:30p, Ackerman Auditorium
	15 MSW Classes Latin American Month Begins (15-Oct. 13) Southern 6 Trail Race & Kid K Race, 1p, Hickman	16 Payday: Salary Futsal Season Begins	17 BRIDGE Luncheon, 11:30a, Presidential Banquet Room Tornado Siren Test, 6p
	22 First Day of Autumn Dave Cress Memorial Golf Tournament, 8a & 2p, Nob North Golf Course Faculty Appreciation Event, 5:30p, Southern Belle	23 ViewSouthern (23-25) Faculty Portfolios due, VP Academic Adminis- tration office	24 Pre-Professional Com- mittee, 6p, Presidential Banquet Room Archaeological Museum Lecture, 7p, Lynn Wood Chapel, P. Kyle McCarter
	29 MSW Classes President's Circle 100 Brunch, 9:30a	30 Payday: Salary Football Intramurals Sign-up Begins, south- ern.edu/intramurals University Assembly, 4p InTents Meeting, 7p, Tent, Ben Lundquist	

wed.	thu.	fri.	sat.
4 Softball Season Begins	5 Convocation, 11a, Church, Gilbert Cangy Last day to make a change without charges or for 100% tuition refund Last day to return textbooks, Campus Shop Begin ordering Dec. graduation regalia & announcements, www.cbgrad.com Deans/Chairs Advisory, 3:30p	6 Payday: Hourly/Student Fee charged for add/drop "W" on transcript Vespers, 8p, Church, Gilbert Cangy Ministry Expo, 9:30p Sunset, 8p	7 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park Evensong, 7:30p, Church Diversions, 9p
11 MS Counseling Student Orientation, 5:30p, Herin Hall	12 Convocation, 11a, Various Locations, Schools/Departments Last day to add a class Last day to return textbooks with a drop slip, Cam. Shop Graduate Council, 3:30p Futsal Team Meeting, 5p, Hulsey Graduate Open House, 6:30p, Hulsey Modern Languages Film Series, 7p, Miller 201	13 Vespers, 8p, Church, Kevin Kibble Star Watch, 8:30p, Hickman Parking Lot GroupLink I, 9:30p Sunset, 7:50p	14 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church Open Gym Night, 9p, Iles P E Center
18 New Graduate International Student Immigration Workshop, 5p, Lynn Wood	19 Convocation: Constitution Day, 11a, Iles, Judge Stephen Kelley Last day for 80% tuition refund	20 Payday: Hourly/Student Lawn Concert Vespers, 8p, Goliath Wall Sunset, 7:40p	21 Adoration, 9 & 10:15a, Church Reynold's Chair Fall Symposium, 9a-4p, Hulsey Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church SA Joker Release Party, 9p, Iles P E Center
25	26 Convocation: Latin American Heritage, 11a, Iles P E Center, Jesus Nebot Graduate Council, 3:30p Film: "No Turning Back" - Illegal Immigration, 7:30p, Thatcher Chapel	27 Ministerial Candidate Recognition, 7:30p, Thatcher Chapel, Kim Allan Johnson Vespers, 8p, Church, Latin American Heritage Sunset, 7:30p	28 Adoration, 9 & 10:15a, Church Ministerial Candidate Recognition, 9:30 & 11a, Thatcher Chapel, Kim Allan Johnson Renewal, 11:35a, Church Connect, 11:35a, CA Chemistry, Math, & Physics Fall Outing Evensong, 7:30p, Church, La Vie LAC Night, 9p, Iles P E Center
			Campus Fire Safety Month Suicide Prevention Awareness Month National Campus Safety Awareness Month Sign up for intramurals: southern.edu/intramurals

<div> <div>2013</div> <div>october</div> </div>	sun.	mon.	tues.
	Domestic Violence Awareness Month Fire Prevention Month National Bullying Prevention Month Sign up for intramurals: southern.edu/intramurals		1 Tornado Siren Test, Noon InTents Meeting, 7p, Tent, Ben Lundquist
	6 30th Annual Sunbelt Cohutta Springs Triathlon Registration, 10:30-11:45a, Race Begins, 12:30p Board of Trustees Meeting Symphony Orchestra Concert, 7:30p, Church	7 Mid-Semester Book Buy Back, 9a-5p, Campus Shop Mental Health Awareness Week (7-11) Football Season Begins	8 Mid-Semester Book Buy Back, 9a-5p, Campus Shop
	13 MSW Classes Employee Apple Festival, Bietz-Barn-N-Yard Wind Symphony Concert, 7:30p, Church	14 Columbus Day Canadian Thanksgiving Day Duck Walk, 7a-7p, Iles Track University Senate, 3:30p	15 Payday: Salary Duck Walk, 7a-7p, Iles Track Tornado Siren Test, 6p Archaeological Museum Lecture, 7p, Lynn Wood Chapel, Michael Hasel
	20 Flea Market, 8a-3p, Wood/Talge Parking Lot McKee Library Open, 6-11p	21	22 Mid-Term grades due, Verified at 5p, Records Brass: The Rodney Mack Big Brass, 7:30p, Iles P E Center
	27 MSW Classes 2nd Annual Beyond the Columns Brunch, Alumni & Graduate, 10a, Student Center 10th Annual Antique/Classic Car Show, 11a, Wood/Talge Parking Lot SA Fall Festival, 6-9p, Hidden Hills Farm	28 Missions Emphasis Week 3 on 3 Basketball Sign-up Begins University Assembly, 4p	29

wed.	thu.	fri.	sat.
2 InTents Meeting, 7p, Tent, Ben Lundquist	3 Convocation: Adventist Heritage, 11a, Church, James Nix Last day for 60% tuition refund Deans/Chairs Advisory, 3:30p Football Team Meeting, 5p, Hulsey InTents Meeting, 7p, Tent, Ben Lundquist	4 Payday: Hourly/Student Board of Trustees Retreat (4-6) Vespers, 8p, Tent, Ben Lundquist Sunset, 7:20p	5 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park Evensong, 7p, Church All Night Softball Tournament, 8:30p, Summit Softball Complex
9	10 National Depression Screening Day, 9a-3p, Student Center Convocation: Civil War, 11a, Iles P E Center, Daryl Black PreviewSouthern 101 (10-11) Meet the Firms, 2-5p, Church Fellowship Hall Graduate Council, 3:30p Modern Languages Film Series, 7p, Miller 201	11 Vespers, 8p, Iles P E Center, GYC SE Star Watch, 8:30p, Hickman Parking Lot Sunset, 7:10p	12 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7p, Church Men's Club Bowling Night, 8-10p, Holiday Bowl, Chattanooga Studio 4109 LIVE, 9:12p, Dining Hall
National Bosses Day 16 McKee Library Closes, 5p	17 McKee Library Open, 9a-5p MIDTERM BREAK (17-20) University Health Center Closed (17-20)	18 Payday: Hourly/Student No Classes Sunset, 7:01p	19 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
MIDTERM BREAK			
23	24 Convocation: Showcase of Service & Philanthropy, 11a, Iles P E Center Last day for 40% tuition refund No tuition refund after today Alumni Homecoming (24-27) Alumni Banquet, 6p, Dining Hall	25 Deadline to request December/May Graduation, Records Faculty Winter Textbook Adoptions due, Cam. Shop Mark Twain Celebration, 2p, Library Graduate Vespers, 6p Vespers, 8p, Iles P E Center, Josh Wilson Alumni Vespers, 8p, Church, Steve Haley Sunset, 6:53p	26 Adoration, 9 & 10:15a, Church, Dwight Nelson Renewal, 11:35a, Church, Dwight Nelson Connect, 11:35a, CA Alumni Missions Program, 4p, Church Evensong, 6:30p, Church Alumni Program, 8p, Iles P E Center Southern Shuffle, 9:30p, Wood
Payday: Salary 30	31 Convocation: Student Missions, 11a, Church, Ray Moaga Last day to drop a class 3 on 3 Basketball Team Meeting, 5p, Hulsey Student Missions, 7:30p, Thatcher Chapel, Ray Moaga		

November 2013			
sun.		mon.	tues.
American Indian Heritage Month Sign-up for intramurals: southern.edu/intramurals			
3 Daylight Saving Time Ends, Set clocks back one hour		4 Last day to order December Graduation regalia online, www.cbgrad.com Student Wellness Week (4-8) Floor Hockey Sign-up Begins, southern.edu/intramurals	5 Florence Oliver Anderson Nursing Seminar, 8a-12:30p Online Preregistration for Returning Graduate Students (5-15) Tornado Siren Test, Noon
10 MSW Classes MSW Open House Symphony Orchestra Concert, 7:30p, Church		11 Veterans Day Floor Hockey Season Begins University Senate, 3:30p	12 Dean's Luncheon, Noon, Presidential Banquet Room
17		18 Alcohol Awareness Week (18-22)	19 Tornado Siren Test, 6p Piano: Julian Gargiulo, 7:30p, Ackerman Auditorium
24 MSW Classes International Student Thanksgiving Party, 5p Cowboy Jubilee (WSMC), 5:30-7:30p, Ackerman Auditorium		25 Progress grades for December graduates due and deadline to finish incompletes Online Registration open for Transfer Graduate Students (25-January13) University Assembly, 4p We Give Thanks, 5p, Lynn Wood Chapel	26 McKee Library Closes, 5p

sun.	mon.	tues.
<p>American Indian Heritage Month</p> <p>Sign-up for intramurals: southern.edu/intramurals</p>		
<p>3</p> <p>Daylight Saving Time Ends, Set clocks back one hour</p>	<p>4</p> <p>Last day to order December Graduation regalia online, www.cbgrad.com</p> <p>Student Wellness Week (4-8)</p> <p>Floor Hockey Sign-up Begins, southern.edu/intramurals</p>	<p>5</p> <p>Florence Oliver Anderson Nursing Seminar, 8a-12:30p</p> <p>Online Preregistration for Returning Graduate Students (5-15)</p> <p>Tornado Siren Test, Noon</p>
<p>10</p> <p>MSW Classes</p> <p>MSW Open House</p> <p>Symphony Orchestra Concert, 7:30p, Church</p>	<p>11</p> <p>Veterans Day</p> <p>Floor Hockey Season Begins</p> <p>University Senate, 3:30p</p>	<p>12</p> <p>Dean's Luncheon, Noon, Presidential Banquet Room</p>
<p>17</p>	<p>18</p> <p>Alcohol Awareness Week (18-22)</p>	<p>19</p> <p>Tornado Siren Test, 6p</p> <p>Piano: Julian Gargiulo, 7:30p, Ackerman Auditorium</p>
<p>24</p> <p>MSW Classes</p> <p>International Student Thanksgiving Party, 5p</p> <p>Cowboy Jubilee (WSMC), 5:30-7:30p, Ackerman Auditorium</p>	<p>25</p> <p>Progress grades for December graduates due and deadline to finish incompletes</p> <p>Online Registration open for Transfer Graduate Students (25-January13)</p> <p>University Assembly, 4p</p> <p>We Give Thanks, 5p, Lynn Wood Chapel</p>	<p>26</p> <p>McKee Library Closes, 5p</p>

wed.	thu.	fri.	sat.
		Payday: Hourly/Student Vespers, 8p, Church, Student Missions, Ray Moaga Sunset, 6:46p	Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park Student Missions Expo, 2-5p, Student Center Evensong, 6:30p, Church 3 on 3 Basketball Tournament, 6:45p, Iles P E Center
6 BRIDGE Luncheon, 11:30a, Presidential Banquet Room	7 National Stress Awareness Day Convocation: Save a Life Tour, 11a, Iles P E Center Preview Southern 102 (7-8) Deans/Chairs Advisory, 3:30p Floor Hockey Team Meeting, 5p, Hulsey	8 Phi Alpha Induction, 6p, Lynn Wood Chapel Star Watch, 6:30p, Hickman Parking Lot Vespers & Pierson Weekend, 8p, Church, Roger Hernandez Sunset, 5:40p	9 Adoration, 9 & 10:15a, Church Pierson Weekend, 9:30 & 11a, Thatcher Chapel, Roger Hernandez Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 5:30p, Church Extreme Dodgeball, 7:30p, Iles P E Center
13	14 Convocation: Student Association, 11a, Iles P E Center, Jeff Yalden Graduate Council, 3:30p Modern Languages Film Series, 7p, Miller 201 Motivational Speaker: Jeff Yalden, 7:30p, Thatcher	15 America Recycles Day Payday: Hourly/Student/Salary Vespers, 8p, Church, Nicole Parker Sunset, 5:35p	16 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 5:30p, Church, School of Music Choirs Diversions: Student Organizations, Various Times & Locations
20	21 Convocation, 11a, Iles P E Center, Stephen Arrington Graduate Immigration Workshop, 3p, Lynn Wood Convict to Crusader: Stephen Arrington, 7:30p, Thatcher Chapel	22 Vespers, 8p, Church, Stephen Arrington Sunset, 5:31p	23 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 5:30p, Church New York Study Tour Begins Studio 4109 LIVE, 8:03p, Dining Hall
27 THANKSGIVING BREAK (27-December 1) No Classes Offices Closed, Noon	28 Thanksgiving Day Offices Closed Thanksgiving Dinner, 3p, Presidential Banquet Room	29 Payday: Hourly/Student/Salary Offices Closed Sunset, 5:29p	30 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
THANKSGIVING BREAK			

december 2013	sun.	mon.	tues.
	1 Symphony Orchestra Concert Competition Finals Auditions, 5-9p, Ackerman McKee Library Open, 6-11p	2 Begin purchasing 2nd Semester textbooks, Campus Shop Basketball Sign-up Begins, southern.edu/ intramurals	3 Tornado Siren Test, Noon Graduate Christmas Party, 5:30p Christmas Tree Lighting, 6:30p, Taylor Circle
	8 Employee Christmas Brunch, 9:30a, Dining Hall Talge Open House, 6p	9 MSW Classes End University Senate, 3:30p	10 Christmas Open House, 4-6:30p, Campus Shop
	15 Semester Exams (15-18) McKee Library Open, Noon-Midnight	16 Payday: Salary McKee Library Open 7:45a-Midnight Book Buy Back, 9a-5p, Campus Shop	17 McKee Library Open, 7:45a-Midnight Book Buy Back, 9a-5p, Campus Shop Last day to make up Winter & Summer 2013 incompletes Tornado Siren Test, 6p School of Nursing Dedica- tion, 7p, Church
	22	23 Offices Closed (23-January 1) Food Services Closed (23-January 5) Fire Alarm System Testing (23-27) Fall Semester grades due, Verified at 5p, Records	24 Christmas Eve Service, 6p, Church
	29	30 Payday: Salary Fire Alarm System Test- ing (30-January 3)	31

wed.	thu.	fri.	sat.
4	5 Convocation, 11a, Iles P E Center, Student Association Town Hall Meeting Deans/Chairs Advisory, 3:30p Basketball Team Meeting, 5p, Hulsey Christmas Tree Lighting, 6:30p, Taylor Circle (Rain Date)	6 Kirsten Wolcott Memorial 5K Run, 3p, Duck Pond Star Watch, 6:30p, Hickman Parking Lot Vespers, 8p, Church, Campus Ministries Sunset, 5:29p	7 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park Evensong, 5p, Church, Festival of Lessons and Carols Wind Symphony Christmas Concert, 8p, Iles PE Center
11 Biology Expo, 7:30p, Hickman Atrium	12 Convocation, 11a, Various Locations, Departments/Schools Graduate Council, 3:30p Modern Languages Film Series, 7p, Miller 201 Christmas Stories with Gordon Bietz, 7:30p, Thatcher Chapel	13 Payday: Hourly/Student Vespers, 8p, Church, School of Music Sunset, 5:30p	14 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA School of Music Christmas Concert, 4p, Church Student Organizations/Departments/Schools Christmas Parties, Various Times & Locations
18 Book Buy Back, 9a-7p, Campus Shop SEP, SCS, Global Community Development Classes End McKee Library Closes, 5p Winter Commencement, 7p, Iles P E Center	19 Book Buy Back, 9a-2p, Campus Shop CHRISTMAS BREAK (19-January 6) No Classes University Health Center Closed (19-January 6)	20	21 First Day of Winter Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
CHRISTMAS BREAK			
Christmas Day 25	26	27 Payday: Hourly/Student Sunset, 5:36p	28 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
			Sign-up for intramurals: southern.edu/intramurals

<div> <div>2014</div> <div>january</div> </div>	sun.	mon.	tues.
	Sign-up for intramurals: southern.edu/intramurals		
	5	6 McKee Library Open, 9a-5p SBM Graduate Classes Begin	7 Classes Begin McKee Library Open, 7:45a-11p SEP, SCS, SON, Global Community Develop- ment Classes Begin Basketball Season Begins Tornado Siren Test, Noon
	12 MSW Classes Begin	13 President's Circle 100 Luncheon, Noon University Senate, 3:30p	14 Last day to make a change without charges or for 100% tuition refund Last day to return text- books, Campus Shop
	19 MSEd Outdoor Winter Intensives (19-29) All vehicles must be registered with Campus Safety	20 Martin Luther King Jr. Day Community Service Day, 9a-3p, Iles P E Center No Day Classes-Evening Classes Meet 3 on 3 Volleyball Sign-up Begins, southern.edu/ intramurals McKee Library Open, 6-11p E. A. Anderson Lecture Series, 7p	21 BRIDGE Luncheon, 11:30a, Presidential Banquet Room Last day to add a class Last day to return textbook with a drop slip, Campus Shop Tornado Siren Test, 6p
	26 MSW Classes	27 University Assembly, 4p Student Week of Prayer, 7p, Church	28 Convocation: Student Week of Prayer, 11a, Church Last day for 80% tuition refund Student Week of Prayer, 7p, Church

wed.	thu.	fri.	sat.
1 New Year's Day Offices Closed Fire Alarm System Testing (1-3)	2 Residence Hall Open, 8a McKee Library Open, 9a-5p	3 Sunset, 5:41p	4 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park
8 International Student Welcome Party, 5p, Lynn Wood	9 Convocation: Student Association, 11a, Iles P E Center, Jessica Cox Deans/Chairs Advisory, 3:30p Inspirational Speaker: Jessica Cox, 7:30p, Thatcher Chapel	10 Payday: Hourly/Student Begin ordering graduation regalia & announcements online, www.cbgrad.com Star Watch, 6:30p, Hick- man Parking Lot Vespers, 8p, Church, Dave Kennedy GroupLink II, 9:30p Sunset, 5:47p	11 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 5:30p, Church SA Mid-Winter Party, 8p, Iles P E Center
15 Payday: Salary Fee charged for add/drop "W" on transcript	16 Convocation, 11a, Various Locations, Departments/Schools International Student Immigration Workshop, 3p, Lynn Wood Graduate Council, 3:30p Modern Languages Film Series, 7p, Miller 201	17 Vespers, 8p, Iles P E Center, Brennon Kirstein Sunset, 5:54p	18 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church 8th Annual Cardboard Boat Event, 7:30p, Iles
22	23 Convocation: Origins, 11a, Church, Stephen Meyer 3 on 3 Volleyball Team Meeting, 5p, Hulsey WSMC "From the Top," 7p, Tivoli Theatre	24 Payday: Hourly/Student Vespers, 8p, Church, Ministerial Trainee Induction, Kessia Bennett Sunset, 6:01p	25 Adoration, 9 & 10:15a, Church Ministerial Trainee Induction, 9:30 & 11a, Thatcher Chapel, Kessia Bennett Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church 3 on 3 Volleyball Tourna- ment, 7p, Iles Sigma Theta Chi Skating Party, 11:30p, Hamilton Skate Place
29 Student Week of Prayer, 7p, Church	30 Payday: Salary Convocation: Student Week of Prayer, 11a, Church Student Week of Prayer, 7p, Church	31 Chinese New Year Student Week of Prayer, 8p, Church Sunset, 6:08p	

<div> <div>2014</div> <div>february</div> </div>				sun.	mon.	tues.
				Black History Month National Eating Disorder Awareness Month Sign-up for intramurals: southern.edu/intramurals		
				2	3	4
				SA Super Bowl XLVIII Party, 6p, Iles P E Center	Volleyball Sign-up Begins, southern.edu/intramurals Remember to file for Financial Aid (Priority Deadline March 3) E. A. Anderson Lecture Series, 7p	Tornado Siren Test, Noon
				9	10	11
				MSW Classes MSW Open House Symphony Orchestra Concerto Concert, 4p, Church	Mid-Semester Book Buy Back, 9a-5p, Campus Shop Volleyball Season Begins National Eating Disorder Awareness Week (10-14) University Senate, 3:30p E. A. Anderson Lecture Series, 7p	Mid-Semester Book Buy Back, 9a-5p, Campus Shop Last day for 60% tuition refund Dean's Luncheon, Noon, Presidential Banquet Room Archaeological Museum Lecture, 7p, Lynn Wood Chapel, Randall Youngers
				16	17	18
					President's Day PreviewSouthern 103 Drug Abuse Awareness Week E. A. Anderson Lecture Series, 7p	Faculty Portfolio Workshop, 11a-Noon, Presidential Banquet 2 Tornado Siren Test, 6p Piano: Marcus Roberts Trio, 7:30p, Ackerman Auditorium
				23	24	25
				MSW Classes Board of Trustees Meeting	Duck Walk, 7a-7p, Iles Track University Assembly, 4p E. A. Anderson Lecture Series, 7p	Duck Walk, 7a-7p, Iles Track

wed.	thu.	fri.	sat.
			I Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park Evensong, 6p, Church, Opus Student Organizations, Various Times & Locations
5	6 Convocation: African American Heritage, 11a, Iles, Bob Love Deans/Chairs Advisory, 3:30p Volleyball Team Meeting, 5p, Hulsey	7 Payday: Hourly/Student Star Watch, 6:30p, Hickman Parking Lot Vespers, 8p, Church, Student Missions Sunset, 6:15p	8 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church Rees Series, 7:30p, Iles P E Center
12 International Tax Preparation Seminar, 3p, Lynn Wood	13 Convocation, 11a, Iles P E Center, SA Elections Speeches Graduate Council, 3:30p Modern Languages Film Series, 7p, Miller 201	14 Valentine's Day Payday: Salary Vespers, 8p, Church, Lisa Diller Sunset, 6:22p	15 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church, Bel Canto Pops Concert, 8p, Ackerman Auditorium Studio 4109 LIVE, 8:04p, Iles P E Center
19	20 Convocation: Health Career Fair, 11a, Iles (Booths 10:30-11a & Noon-1:30p) University Mental Health & Wellbeing Day Meet the Firms, 2-5p, Church Fellowship Hall	21 Payday: Hourly/Student Pre-Vespers, 7p, Ackerman Auditorium, Die Meistersinger Vespers, 8p, Church, African American Heritage Sunset, 6:29p	22 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Honor Choir Festival Concert, 4p, Church Evensong, 6p, Church BCU Night, 8p, Iles P E Center
26 Faculty Portfolio Workshop, Noon, Presidential Banquet 2	27 McKee Library Closes, 5p	28 Payday: Salary SPRING BREAK (28- March 9) No Classes Campus Shop Closed University Health Center Closed (28-March 9) Sunset, 6:34p SPRING BREAK	

<div> <div>2014</div> <div>march</div> </div>	sun.	mon.	tues.
	National Women's Month National Social Worker Month National Self Injury Awareness Month Sign-up for intramurals: southern.edu/intramurals		
	Spring Break (2-9) 2	3	4 McKee Library Open, 9a-5p Last day for 40% tuition return No tuition refund after today Tornado Siren Test, Noon Mid-Term grades due, Verified 5p, Records
	9 Daylight Saving Time Begins, Set clocks ahead one hour MSW Classes McKee Library Open, 6-11p	10 Brain Awareness Week (10-14)	11 Archaeological Museum Lecture, 7p, Lynn Wood Chapel, Jodi Magness
	16 Adventist Robotics League, Southern Challenge, 9a-5p, Iles P E Center	17 Soccer Sign-up Begins University Senate, 3:30p E.A. Anderson Lecture Series, 7p	18 Last day to drop a class Tornado Siren Test, 6p Organ: Jonathan Wohlers, 7:30p, Church
	MSW Classes 23 Symphony Orchestra Concert, 7:30p, Church	24 Soccer Season Begins Badminton/Tennis Tournament Sign-up Begins	25 Online Preregistration for Returning Graduate Students (25-April 4)
	30 Wind Symphony Concert, 7:30p, Church	31 Payday: Salary Last day to order May graduation regalia online, www.cbgrad.com	Art & Music: First Person-Seeing America, 7:30p, Iles

wed.	thu.	fri.	sat.
			I Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park SPRING BREAK
5	6 McKee Library Open, 9a-5p	7 Payday: Hourly/Student Offices Closed Sunset, 6:41p	8 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
Sleep Awareness Day 12	13 International Women's Day Convocation: Brain Awareness, 11a, Iles P E Center, John Ratey Graduate Council, 3:30p Modern Languages Film Series, 7p, Miller 201 Brain Awareness: John Ratey, 7:30p, Thatcher Chapel	14 Payday: Salary Engaged Encounters Weekend (14-15) Vespers, 8p, Church, Brennon Kirstein Sunset, 7:47p	15 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church SA Talent Show, 8p, Iles P E Center
19 BRIDGE Luncheon, 11:30a, Presidential Banquet Room	20 First Day of Spring Convocation: Hasel Lectureship, 11a, Church, Eugene Merrill PreviewSouthern 104 (20-21) Soccer Team Meeting, 5p, Hulsey Graduate Open House, 6:30p, Hulsey Organ Concert, 7:30p, Ackerman Auditorium	21 Payday: Hourly/Student Vespers, 8p, Church, Asian Heritage Sunset, 7:53p	22 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church Asian Night, 9p, Iles P E Center
26	27 Convocation: Save a Life Tour, 11a, Iles P E Center, Distracted Driving Badminton/Tennis Meeting, 5p, Hulsey	28 Faculty Summer Text-book Adoptions due, Campus Shop Vespers, 8p, Church, Campus Ministries Sunset, 7:59p	29 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church Studio 4109 LIVE, 9:06p, Iles P E Center

<div> <div>2014</div> <div>april</div> </div>	sun.	mon.	tues.
	Abuse Awareness Month National Social Work Month National Driving Awareness Month National Sexual Assault Awareness Month National STD Awareness Month		1 Tornado Siren Test, Noon
	6 MSW Classes Gym-Masters Home Show Matinee, 2:30p, Iles P E Center	7 E.A. Anderson Lecture Series, 7p	8 Dean's Luncheon, Noon, Presidential Banquet Room Piano: Katherine Chi, 7:30p, Ackerman Auditorium
	13 SA Strawberry Festival, 8p, Iles P E Center	14 Online Summer Session 1 & 2 Registration Begins University Senate, 3:30p E.A. Anderson Lecture Series, 7p	15 Payday: Salary Income Tax Return due Tornado Siren Test, 6p
	20 Easter MSW Open House McKee Library Open, Noon-6:30p International Student Spring Party, 5p, Lynn Wood	21 MSW Classes End	22 Earth Day Student Appreciation Day, Various Times & Locations
	27 Semester Exams (27-30) McKee Library Open, Noon-Midnight	28 McKee Library Open, 7:45a-Midnight Cookies & Fruit on the Promenade, 9a-3p, Student Center Book Buy Back, 9a-5p, Campus Shop Mental Health Awareness Week (28-30) Online Summer Session 3 Registration Begins	29 McKee Library Open, 7:45a-Midnight Book Buy Back, 9a-5p, Campus Shop Last day to make up Fall 2013 incompletes

wed.	thu.	fri.	sat.
2	3 Convocation: Deaf Awareness, 11a, Iles P E Center, Heather Whitestone Deans/Chairs Advisory, 3:30p	Payday: Hourly/Student 4 Vespers, 8p, Church, Gym-Masters Star Watch, 8:30p, Hickman Parking Lot Sunset, 8:04p	5 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park Evensong, 7:30p, Church Gym-Masters Home Show, 9p, Iles P E Center
9	10 Convocation: Asian Heritage, 11a, Iles P E Center, Angie Ma Wong PreviewSouthern 105 (10-11) Graduate Council, 3:30p	11 Faculty Fall Textbook Adoption due, Campus Shop MSW Field Appreciation Luncheon Lawn Concert Vespers, 8p, Goliath Wall Sunset, 8:10p	12 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church, CA Alumni Spring Concert, School of Music Choirs, 8:30p, Ackerman Auditorium Dusk Til Dawn Challenge, 8:45p, Iles P E Center Lobby
16	17 Convocation: Awards, 11a, Iles P E Center Graduate Student Immigration Workshop, 3p, Lynn Wood Modern Languages Film Series, 7p, Miller 201	Payday: Hourly/Student 18 Graduate Vespers, 6:30p Sunset, 8:15p	19 Church Services, SonRise Resurrection Pageant Table Game Night, 9p, Student Center
National Administrative Professionals Day 23	24 Convocation, 11a, Various Locations, Departments/Schools Employee Retirement Party, 6p, Church Fellowship Hall Symphony Orchestra Concert, 7:30p, Church	25 Vespers, 8p, Church, SM/TF/ERC/Religion Dedication Service, Karl Haffner Sunset, 8:21p	26 Adoration, 9 & 10:15a, Church Religion Senior Consecration, 9:30 & 11a, Thatcher Chapel, Karl Haffner Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 8p, Church, I Cantori Open Gym Night, 9p, Iles P E Center Jazz Ensemble Concert, 9p, Ackerman Auditorium
Payday: Salary 30 Book Buy Back, 9a-5p, Campus Shop SEP, SCS, Global Community Development Classes End McKee Library Closes, 5p			

<div> <div>2014</div> <div>may</div> </div>	sun.	mon.	tues.
	4 Commencement, 9:30a, Chattanooga Convention Center McKee Library Closed	5 1st Summer Session Begins McKee Library Summer Hours: 9a-9p, Monday-Thursday 9a-Noon, Friday 2-9p, Sunday SBM Classes Begin (5-June 13) SON Classes Begin (5-June 10)	6 National Teacher's Day National Nurses Day Last day for 100% tuition refund SEP Counseling Classes Begin (6-30) Tornado Siren Test, Noon Winter Semester grades due, Verified at 5p, Records
	Mother's Day 11 All vehicles must be registered with Campus Safety	12	13
	18 Flea Market, 8a-3p, Wood/Talge Parking Lot MSW Specialization I (18-23) Board of Trustees Meeting	19	20 Tornado Siren Test, 6p
	25	Memorial Day 26 Offices Closed	27

wed.	thu.	fri.	sat.
	1 National Day of Prayer Book Buy Back, 9a-4p, Campus Shop McKee Library Open, 9a-5p	2 Payday: Hourly/Student Spring Graduates Breakfast, 8a, Church Graduation Practice, 9a, Iles McKee Library Open, 9a-Noon Social Work Pinning, 6p, Ackerman Auditorium Rho Iota Induction, 6:30p, Florida Hospital Hall 1210 Consecration, 8p, Church Sunset, 8:27p	3 Adoration, 9 & 10:15a, Church Sabbath School, 10, Conv. Ctr. Baccalaureate, 11:30a, Convention Ctr Renewal, 11:35a, Church Connect, 11:35a, CA School of Education/ Psychology Dedication, 4p, Church School of Nursing Dedication, 7p, Church
7 Last day to add 1st Summer Session classes	8 Last day for 60% tuition refund No tuition refund after today	9 University Health Center Closed Sunset, 8:33p	10 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
14 Spring Planning Day, 9a-4p (All Directors, Deans, & Chairs)	15 Payday: Salary	16 Payday: Hourly/Student Last day to drop class University Health Center Closed Sunset, 8:38p	17 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
21 Georgia Cumberland Campmeeting (21-24)	22	23 University Health Center Closed Sunset, 8:43p	24 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
28	29 Book Buy Back, 9a-5p, Campus Shop	30 Payday: Hourly/Student/Salary Book Buy Back, 9a-Noon, Campus Shop 1st Summer Session Ends SEP Counseling Classes End University Health Center Closed Sunset, 8:47p	31 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA

<div> <div>2014</div> <div>june</div> </div>	sun.	mon.	tues.
	1 MSW Specialization II (1-6)	2 2nd Summer Session Begins MSEd June Session Classes (2-27) SEP Counseling Classes Begin (2-26) SOR Summer Session 2A (2-13) Online Registration begins for Transfer Graduate Students for Fall 2014	3 Last day for 100% tuition refund Tornado Siren Test, Noon 1st Session grades due, Verified at 5p, Records
	8 All vehicles must be registered with Campus Safety	9	10 SON Classes End
	15 Father's Day MSW Specializations III (15-20)	16 Payday: Salary SOR Summer Session 2B Begins (16-27) SBM Classes Begin (16-July 25)	17 Tornado Siren Test, 6p
	22	23	24
	29	30 Payday: Salary Book Buy Back, 9a-5p, Campus Shop MSEd July Session Classes Begin (30-July 24) SOR Summer Session 2C Begins (30-July 18)	

wed.	thu.	fri.	sat.
4 Last day to add 2nd Summer Session classes	5 Last day for 60% tuition refund No tuition refund after today	6 University Health Center Closed Sunset, 8:52p	7 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
11	12	13 Payday: Hourly/Student Last day to drop a class University Health Center Closed SOR Summer Session 2A Ends Sunset, 8:55p	14 Flag Day Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
18	19	20 University Health Center Closed Sunset, 8:59p	21 First Day of Summer Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
25	26 SEP Counseling Classes End	27 Payday: Hourly/Student University Health Center Closed SOR Summer Session 2B Ends MSEd June Session Classes End Sunset, 8:59p	28 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA

<div> <div>2014</div> <div>july</div> </div>	sun.	mon.	tues.
			1 Tornado Siren Test, Noon
	6	7	8
	13 Recharge Pastoral Summer Study Retreat (13-25)	14	Payday: Salary 15 Tornado Siren Test, 6p
	20 University Health Center Open, Noon-2p Campus Shop Open, Noon-2:30p	21	22
	Parent's Day 27 University Health Center Open, 10a-2p Campus Shop Open, 10a-3p	28 3rd Summer Session Begins	29 Last day for 100% tuition refund 2nd Summer Session grades due, Verified at 5p, Records

wed.	thu.	fri.	sat.
2	3 Offices Closed	Independence Day 4 Offices Closed Sunset, 8:58p	5 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
9	10	Payday: Hourly/Student 11 University Health Center Closed Sunset, 8:56p	12 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
16	17	18 University Health Cen- ter Open, 8a-Noon SOR Summer Session 2C Ends Sunset, 8:53p	19 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
23	24 Book Buy Back, 9a-5p, Campus Shop MSEd Classes End	Payday: Hourly/Student 25 Book Buy Back, 9a-Noon, Campus Shop 2nd Summer Session Ends Sunset, 8:49p	26 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
Payday: Salary Last day to add 3rd Summer Session class 30	31 Last day for 60% tuition refund No tuition refund after today		

<div> <div>2014</div> <div>august</div> </div>	sun.	mon.	tues.
	3 Sign-up for intramurals: southern.edu/intramurals All vehicles must be registered with Campus Safety	4	5 Tornado Siren Test, Noon
	10	11	12
	17	18	19 University Colloquium (19-27) Employee In-Service Tornado Siren Test, 6p
	24 University Health Center Open, 10a-2p Campus Shop Open, 10a-3p McKee Library Open, Noon-5p	25 McKee Library Open, 9a-5p Softball Intramural Sign- up Begins, southern.edu/intramurals	26 Faculty In-Service, 8a-Noon McKee Library Open, 9a-5p 3rd Summer Session grades due, Verified at 5p, Records
	31		

wed.	thu.	fri.	sat.
		1 Vespers, 8p, Church Sunset, 8:44p	2 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Cave Open, 1:30-5p, Student Park Diversions, 9:30p
6	7	8 Payday: Hourly/Student Last day to drop a class Vespers, 8p, Church Sunset, 8:37p	9 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p
13	14	15 Payday: Salary Vespers, 8p, Church Sunset, 8:30p	16 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p
20 Employee Wellness Assessment, 6-10a, Iles P E Center BRIDGE Luncheon, 11:30a, Presidential Banquet Room	21 New Professor Orientation-Part 1, 8:30a-Noon, Presidential Banquet Room 2 Book Buy Back, 9a-5p, Campus Shop Employee Picnic, 6p	22 Payday: Hourly/Student Book Buy Back, 9a-Noon, Campus Shop New Professor Orientation-Part 2, 9-11a, Presidential Banquet Room 2 3rd Summer Session Ends New Employee Reception, 5:30p, Bietz Home Vespers, 8p, Church Sunset, 8:21p	23 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Employee Department Fellowship, Various Times & Locations Open Gym Night, 9:30p, Iles P E Center
27 McKee Library Open, 9a-5p Organization Showcase, 4:30-6:30p, & Supper, 5-6:30p, Iles P E Center	28 Classes Begin McKee Library Open, 7:45a-11p Convocation: Student Dedication, 11a, Church, Gordon Bietz	29 Payday: Salary McKee Library Open, 7:45a-Noon Vespers, 8p, Church Sunset, 8:12p	30 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church SA Welcome Party, 9p, Iles P E Center

GRADUATE STUDENT HANDBOOK 2 0 1 3 - 2 0 1 4

This handbook is designed to present to graduate students a statement of Southern Adventist University's non-academic policies. Graduate students are to abide by the policies appearing in this handbook. The university reserves the right to make policy changes without prior notice. To clarify any point of non-academic policy, students may contact Student Services at 423.236.2814.

SERVICES



ACCESS

southern.edu/access

All Southern students and staff have an account on Access, Southern's campus information service. Once logged on, students can access:

- campus calendars
- campus bulletin boards
- class schedules
- daily weather report
- email
- financial records
- grades
- important links
- online class information
- worship and Convocation attendance records

ATHLETICS

See the *Athletics* heading in the Policies and Procedures section.

AUDIO VISUAL

Campus Services Building, 236.2411, southern.edu/audiovisual

The department assists with special events and programs. Please call to arrange sound, video, and lighting services.

BOOKSTORE/CAMPUS SHOP

Fleming Plaza, 236.2152, saucampusshop.com

The Campus Shop sells course materials, supplies, imprinted merchandise, cards, and gifts. The campus card may be used to charge these items to the student's account. Cash and credit cards are also accepted forms of payment. Online and off-campus students may order textbooks at *saucampusshop.com*. Textbooks may be returned for credit with the original receipt during the first seven days after the first day of classes or within the first two days of class during the summer session.

Used textbooks may be sold to the designated buyer at the Campus Shop during exam week at the end of each semester and summer session as well as other posted dates in the school calendar. Textbook buyers must be designated by the Campus Shop to function on campus. Students must show their campus card when selling books as part of the system to identify and locate books that have been reported lost or stolen. Anyone attempting to sell stolen books will be disciplined by the university. The only official book buy back takes place inside the Campus Shop at the times shown in the school calendar.

CALLING CARDS

Campus Card Desk, Wright Hall, 236.2707

Prepaid calling cards are sold at the Campus Card desk.

CAMPUS SAFETY

**Campus Services, 5061 Industrial Drive, 423.236.2100,
southern.edu/campussafety, campussafety@southern.edu**

Campus Safety is available to help students 24 hours a day, seven days a week. Services provided include: patrol, life safety and crime investigation, building access, vehicle registration and parking enforcement, safety escorts, and motorist assists. All city, state, and federal laws apply on campus.

CAMPUS TALK

southern.edu/campustalk

Campus Talk is an online bulletin board where students and staff can post and read classified ads, upcoming events, and suggestions for improving the university. Students can receive email alerts directly to their Southern email accounts by going to a selected bulletin board and clicking "Email Alerts."

CHAPLAIN'S OFFICE, CAMPUS MINISTRIES

Student Center, 236.2787, southern.edu/chaplain

The Chaplain's Office/Campus Ministries department is here to support the spiritual needs of students. Chaplains and student ministry leaders are available for prayer, Bible study, pastoral care, and pre-marital counseling. Spiritual questions are welcome.

Over 40 student-led and organized ministries are offered on and off campus. Students are encouraged to both participate in existing ministries and to create new ones. Current ministries on campus include: Vespers, LifeGroups, Afterglow, Blood Assurance, InTents, Student Week of Prayer, and Renewal worship service (Collegedale Church). Current ministries off-campus (Chattanooga area) include: Westside 4 Jesus, Flag Camp, Advent Home, Hungry 4 Jesus, Patten Towers, Chattanooga 4 Christ, Preach the Word, and God Is Our Song.

The Student Missions program supports more than 70 students per year who choose to serve 9-12 month terms at various positions throughout the world.

COMPLAINTS

Written student complaints should be referred to Student Services, where, they will be addressed by the vice president for Student Services, director of Student Life and Activities, or the Student Services Committee.

COUNSELING AND TESTING SERVICES

Student Success Center, Lynn Wood Hall, 3rd Floor, 236.2782, southern.edu/successcenter

Various resources to help students adjust to university life are available. Personal and career counseling, consultation, testing, advisement for international students, and referral services are provided in a confidential, caring environment.

Counseling Services. Appointments are free to all currently enrolled students and made through the office manager. Referral services to professionals in the community are also available. Communication between counselors and students is confidential and privileged as defined by Tennessee law.

Testing Services. The Testing Services staff coordinates and administers testing and assessment programs that include national admission and certification tests, institutional assessment programs, individual diagnostic screening assessments, and career assessments. Southern is an established non-Saturday National Test Center for the administration of entrance examinations for students applying to graduate and professional programs. Testing Services is a member of the National College Testing Association (NCTA) and the Consortium of College Testing Centers (CCTC) and subscribes to the *NCTA Professional Standards and Guidelines*.

Career Services. Professional counselors and advisors are available to help students: clarify interests, values, and skills; choose an academic major; make decisions and explore potential careers; and develop skills in job seeking.

First Year Experience. FYE services assist new university students in achieving a fulfilling and balanced university experience.

International Student Advising. Specialized services assist international students with navigating the rules and regulations related to immigration as well as the nuances of attending college as an international student.

DISABILITY SUPPORT SERVICES (DSS)

Lynn Wood Hall, suite 137, 236.2574,
southern.edu/disabilitysupport

See the *Disabilities* heading in the Policies and Procedures section.

ECLASS SUPPORT

Academic Technology Building, 236.2086, eclasshelp@southern.edu

The Academic Technology office supports students with technical issues related to using Eclass, Southern's Learning Management System. Students may contact the Eclass Help Desk by telephone, email, or walk-in. The Eclass Help Desk also provides technical support to students using Turnitin, the originality checking application used on campus.

EMAIL/USER ACCOUNT

To create a Southern email account, go to southern.edu and click "Current Students." Click "Create Account," and then enter your six-digit student ID number. If you do not know your number, contact the Campus Card Desk at 236.2707.

EMERGENCY NOTIFICATION SYSTEM

southern.edu/notify

Because safety is a priority, Southern uses a multipronged approach to communicate with students and employees during an emergency. Be aware that there may be certain circumstances in which electronic communication cannot be relied upon. Southern uses an external notification system to send text or voice messages in the event of an emergency on campus. Students sign up for emergency notification and provide the phone number for alerts. It is the student's responsibility to go back to the site and update phone number and/or carrier changes. All telephone numbers provided will be kept confidential. The system is used only for conveying emergency notifications and testing the system.

EMPLOYMENT RECRUITING

Career Services, Lynn Wood Hall, 3rd Floor, 236.2782,
southern.edu/careers

Potential employers are invited to campus to interview students. Structured programs are scheduled for recruiting students for summer jobs, internships, and full-time employment. Organizations wishing to appear on campus should direct inquiries to the Career Services coordinator.

ENROLLMENT SERVICES

See the *Student Finance* heading in the Policies and Procedure section.

EVENSONG

Evensong is a worship service held each Sabbath in the church, beginning about 20 minutes before sundown.

FOOD SERVICES

Wright Hall, 3rd Floor, 236.2708, southern.edu/food

Three nutritious meals are served daily in the dining hall. Students may use their Campus Cards to charge meals on their monthly statements. You must have your Campus Card with you in order to charge. Cash is also accepted for payment. Students who steal, throw food, or deface or destroy anything in the dining hall are subject to a \$100 or more fine and are subject to discipline.

The Village Market Deli is also operated by Food Services and is part of the meal plan. The Deli offers a full hot breakfast and hot lunch. They also have a soup and salad bar until 7 p.m. along with grab&go items such as salads, sandwich spreads, sliced meats, desserts, etc. until 9 p.m.

The Campus Kitchen in Fleming Plaza, The Kayak in the Hulsey Wellness Center, and KR's Place in the student center provide fast food items and are operated by Food Services. These three eateries are closed during summer. There are also vending machines in both residence halls, the student center, and Brock Hall that provide drinks, sandwiches, and snacks.

Special luncheons and banquets for groups may be arranged with the director of Food Services at least two weeks in advance. Food Services is usually closed on Thanksgiving Day, Christmas Day, New Year's Day, and the week during Christmas vacation during which the residence halls are closed.

GRADUATE STUDIES

Wright Hall, 236.2694, southern.edu/graduatestudies

Application for admission to graduate study is processed through the Graduate Studies office. Students seeking to enroll with degree or non-degree admission status must submit an application along with the required supporting documentation. The application is then reviewed and forwarded to the respective school's admissions committee. For assistance, email graduatestudies@southern.edu.

GRADUATION

Academic Administration, Wright Hall, 236.2805

Graduation is coordinated by Academic Administration. Announcements and regalia are ordered online at cbgrad.com. Deadlines for ordering are printed in the calendar.

INFORMATION SYSTEMS

Wright Hall, 236.2712, southern.edu/online

The department supports computers and audio visual technology in all classrooms. Call or email for classroom technology support and campus computer support at computersupport@southern.edu.



LEARNING SUPPORT SERVICES

Student Success Center, Lynn Wood Hall, Lower Level, 236.2838, southern.edu/learningsupport

Learning Support Services provides assistance in academic survival skills. Students with expertise in academic areas are encouraged to seek employment as tutors.

LIBRARIES

236.2788, southern.edu/library

To provide outstanding assistance for residential and distance education graduate students, the McKee Library offers a wide range of resources and services both online and on site.

The library website provides access to an array of full-text databases, indexes, e-books, peer-reviewed journals, serials, and digitized materials. Patrons utilize the library website to find books, submit interlibrary loan requests, schedule consultations with librarians, reserve study rooms, renew loans, view tutorials and floor plans, access e-reserve items, and make use of the "Ask a Question" feature to get research advice.

When visiting the library facility, students can benefit from one of fifty computer workstations, borrow one of twenty wireless-enabled laptops, use an iPad or Kindle, have a group study session in one of the study rooms, get help at the Writing Center, examine the Civil War and Mark Twain collections housed on the third floor, study, read newspapers, or enjoy an art display.

While on campus, users can also visit the Teaching Materials Center—an educational curriculum collection in Herin Hall—to explore elementary and secondary curriculum materials and teaching guides

and make use of Ellison dies, laminators, and other resources. In addition, users can visit the William G. Dever Research Library, Southern's archaeology library that houses a premier collection of archaeological resources, and the music collections, located in the School of Music. Professional librarians and staff are available to help with individual and group reference and instruction.

SEXUAL ASSAULT AND HARASSMENT

Southern offers support for any student subject to sexual assault harassment. Assault is a crime and should be reported to one or more of the following immediately:

1. Local law enforcement, 911
2. Campus Safety, 236.2100
3. Residence hall deans

If you are a victim of sexual assault:

1. Go to a safe place.
2. Report the assault immediately to local law enforcement, Campus Safety, or residence hall deans.
3. Do not shower or change clothing, as this may destroy vital evidence.
4. Call a close friend who can come to your location and offer you support.

The following university and local resources are available:

1. Campus Safety, 236.2100
2. University Health Services, 236.2713
3. Counseling and Testing Services, 236.2782
4. Chaplain's Office, 236.2786
5. Director of Student Life and Activities, 236.2484
6. Sexual Assault Crisis Center, 755.2700

STUDENT ASSOCIATION

Student Center, 236.2723, southern.edu/sa

Graduate students may participate in the Student Association by paying a fee equal to the tuition appropriated for undergraduates. Graduate students are not eligible to hold executive offices.

STUDENT CENTER

Off K.R. Davis Promenade, 236.2611

The following are located in the Student Center: KR's Place (snack shop), a game room, prayer room, Student Association offices, Chaplain's Office, Campus Ministries, Student Services, and Student Life and Activities.

Two television sets are in the Student Center broadcasting CNN in the amphitheater and sports in the game room.

STUDENT EMPLOYMENT

Human Resources, Wright Hall, 236.2276, southern.edu/hr

On-campus jobs are available and are listed on the Human Resources website. Students are responsible for securing their own positions.

STUDENT FINANCE

Wright Hall, 236.2835, southern.edu/finances

Enrollment Services (Student Finance) advises students about the availability of grants, scholarships, and loans from private and government sources, and it also manages student accounts.

Most financial aid is awarded based on need, so students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by going to fafsa.ed.gov.

Enrollment Services (Student Finance) processes financial aid information and sends an award letter notifying students of their eligibility. Once the aid is accepted and the student enrolls at Southern, the financial aid is credited to the student's account.

Students are encouraged to work with a student finance counselor to develop a financial budget to cover any remaining amount owed. Except for accounts paid in advance, students are billed monthly. Bills must be paid by the due date in order to continue enrollment at Southern and in order to continue receiving government or university financial assistance. Students or parents should contact Enrollment Services (Student Finance) if their financial situation changes.

A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid. Enrollment Services (Student Finance) will explain to any affected student the requirements for regaining eligibility for federal financial aid.

STUDENT LIFE AND ACTIVITIES

Student Center, 236.2484, southern.edu/activities

Saturday night activities and special programs are coordinated by Student Life and Activities located in the Student Center. The director of Student Life and Activities collaborates with more than 50 student organizations to provide additional social opportunities.

The director of Student Life and Activities serves as a special advocate for student interests/challenges. Information about local resources for student families is available.

STUDENT MISSIONS

Chaplain's Office, Student Center, 236.2787, southern.edu/studentmissions

Currently, more than 70 student missionaries are serving for 9-12 months in 24 countries. National and International opportunities are offered. It is our goal to send out 10 percent of the student body in a dedicated year of service. Many returned students speak of the strong spiritual impact the student mission year has had on their lives.

STUDENT RECORDS ACCESS**Wright Hall, 236.2895**

Southern is committed to meeting all Family Education Rights to Privacy Act (FERPA) requirements. Students have the right to inspect and review official records, files, and data directly related to them kept by any unit of the university. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request has been filed. The Act stipulates a reasonable fee may be charged if copies of the material in the file are desired. See *Student Records* policy in the Policies and Procedures section for more information.

STUDENT SERVICES**Student Center, 236.2814**

Student Services consists of Chaplain's Office, Campus Ministries, Student Success Center (Counseling and Testing Services and Learning Success Services), residence halls, and Student Life and Activities.

The vice president for Student Services provides administrative leadership, support, and direction for all matters related to student services and student life, and is a member of the President's Cabinet.

STUDENT WELLNESS**Student Center, Chaplain's Office, 236.2787**

The Student Wellness program is designed to help improve the quality of life for people on our campus and in our community. Student leaders plan, implement, and evaluate programs that promote better living. Student Wellness assists students in pursuing a wholistic, temperate lifestyle full of purpose and satisfaction. This is accomplished through encouraging changes that create a balanced life spiritually, socially, environmentally, physically, intellectually, emotionally, vocationally, and financially.

Some of the activities sponsored by Student Wellness include a yearly Student Wellness Week that brings speakers on campus; worship services that promote wellness; the Blood Assurance program; positive social activities; after-vespers social gatherings; blood pressure and body composition assessments; and exercise and nutrition programs.

TRANSPORTATION SERVICES**Park Lane, 236.2716, southern.edu/transportation**

Students needing local transportation (for something such as a medical appointment) may contact Transportation Services for availability. Services are offered from 8 a.m to 5 p.m. Monday through Thursday.

Transportation is available to and from campus to the Chattanooga airport and Groome Transportation before and after breaks. Check website for dates and times of transports. This service is free of charge.

UNIVERSITY HEALTH CENTER

4687 University Drive, 236.2713, southern.edu/universityhealth

The University Health Center (UHC) is under the supervision of a physician. A nurse practitioner/physician assistant works regular office hours, and the physician will see students at the UHC at pre-arranged times. Registered nurses also work regular office hours.

The UHC provides medical services for primary and acute/sub-acute conditions, illnesses, and injuries rather than comprehensive medical care for major problems. Chronic health conditions may be managed by the student's primary care physician, and the UHC will work closely with the primary care physician while the student is at Southern. The UHC is available to make referrals to area health care providers. The UHC is open to all current students of Southern and dependents, ages 10 and above, if they are covered by the university student health insurance.

The UHC is located at 4687 University Drive on the right just past the student apartments. For after-hours care (evenings, nights, weekends):

1. Check the Student's Self-Care website (southern.edu/universityhealth/Documents/studentselfcareguide.pdf) first for your particular problem and follow guidelines.
2. **Emergencies** - For any perceived life- or limb-threatening emergency, on or off campus, emergency services should be activated by calling 911. Emergency care should **NEVER** be delayed due to being able to reach the UHC or the on-call nurse.
3. Area hospitals have emergency room services available 24 hours a day, 7 days a week.

Medical Charges: All charges incurred at the UHC are applied to the student's account. The UHC will submit claims for those with Southern's student insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should plan to file their own insurance. A walk-out statement summarizing fees for services provided is available by request.

Medical information is strictly confidential and may be released only with the written permission of the student. The medical record is not accessible to anyone other than the professional staff of the UHC.

The UHC retains medical records for 10 years after a student's last attendance at the university. Immunization records are kept indefinitely. To request copies of medical and/or immunization records, please submit a written request with name, date of birth, last year attended, what records are needed, phone number, fax number, the name of the person receiving information, and your signature.

WORSHIP OPPORTUNITIES

Evensong. Evensong is a worship service held each Sabbath in the Collegedale Church, beginning about 20 minutes before sundown.

Vespers. Each Friday evening while school is in session, a vespers program is organized from the Chaplain's Office and Campus Ministries. The program is usually held in the Collegedale Church but may convene at different locations throughout the year. Vespers is a special time when the university family gathers to sing, share, pray, and worship. The vespers service, while offering a variety of programs, remains a consistently anticipated spiritual event on campus.

WRITING CENTER

McKee Library, Lower Level, 236.2384, southern.edu/writingcenter

The Writing Center offers free writing assistance for any assignment in any class. The tutors help students develop skills needed to become confident, competent writers. Graduate students may sign up for one 60-minute one-on-one session per day. Walk-ins are accepted based on availability in the schedule.

Students may seek assistance at any stage of the writing process—from brainstorming to the final draft. Tutors are trained to help with essay writing, research papers, documentation, résumés, and grammar.

To best use Writing Center services, students should schedule appointments several days before their assignments are due, arrive on time to their sessions, bring printed copies of their assignments, and be ready to ask specific questions in order to progress as writers.



POLICIES AND PROCEDURES



ACADEMIC POLICIES

Students should familiarize themselves with their particular programs of study as outlined in the *Undergraduate Catalog*.

ALCOHOL, TOBACCO AND ILLICIT DRUG USE

Southern strives to maintain a safe and healthful environment for its students and employees. One way the university does this is by enforcing a drug-free lifestyle for employees and students. Therefore, manufacturing, distributing, possessing, and using tobacco, alcohol, and illicit drugs is strictly prohibited. This restriction includes the serving of alcohol, a fact which should be taken into consideration when seeking employment.

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's direction.

By enrolling at Southern, all students agree to submit to drug testing. If the vice president for Student Services and a residence hall dean have reasonable suspicion or evidence of drug use, they may require a student to submit to chemical screening. The student is obligated to pay the expenses of the C.A.D.A.S. assessment and any mandated screening. Students and employees who violate this policy can expect disciplinary action—up to and including immediate discharge for an

employee and permanent dismissal for a student. In addition, all employees and students are subject to applicable federal, state, and local laws. A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid.

Further information can be obtained from the *Substance Abuse Policy* booklet available in the Student Services office.

ASSAULT

Assault of any kind is not tolerated. Students involved in assaulting behaviors and actions are subject to disciplinary actions and legal proceedings if charges are filed. See *Sexual Assault and Harassment* in the Services section for more information.

ATHLETICS

southern.edu/intramurals

Southern provides organized sports activities through the intramural program administered by the School of Physical Education, Health, and Wellness. The program is committed to excellence and offers activities that foster a positive, safe, and active social and moral environment. The goal of the intramural recreation program is to provide a wide variety of positive experiences for as many students as possible.

Participation in intramurals is open to:

1. Undergraduate students (enrolled on campus for more than 6 credit hours) and spouses.
2. Graduate students (enrolled on campus for more than 3 credit hours) and spouses.
3. Full-time employees of Southern and spouses.
4. Full-time employees of the Greater Collegedale School System and Collegedale Church and spouses.

In order to protect the physical well-being of students and the liability of the university, Southern prohibits participation in sports with excessive physical contact, such as tackle football.

Southern does not sponsor or participate in athletic competition with other educational institutions or churches.





AUTOMOBILES AND MOTORCYCLES **southern.edu/campusafety**

Operating a motorized vehicle on university property is a privilege, not a right. Automobiles, motorcycles, and other motorized vehicles driven or parked on university property by current students must be registered with the university and be in compliance with the university vehicle code. Vehicle registration is good for one semester and vehicles must be re-registered for each semester or summer session. Campus Safety is responsible for parking enforcement. Free parking permits are available for visitors. Contact Campus Safety for information on vehicle registration and vehicle operation on university property.

BICYCLES

Bicycles should be ridden in a safe and courteous manner at all times. Trick riding, towing, riding with a passenger, riding on stairs, in buildings or any other deemed unsafe activity to rider or pedestrian is prohibited. Bicycles should be parked and locked in appropriate bicycle parking racks and not attached to handrails, light poles, sign posts, or parked in locations that will limit or delay pedestrian traffic or emergency exit from a building or area.

It is strongly recommended that bicycles be registered with the university through one of the residence halls. Campus Safety is responsible for monitoring and enforcing bicycle safety. Abandoned or confiscated bicycles that are not claimed after 90 days are disposed according to statutes in state law.

BUILDING ACCESS

Buildings are locked and unlocked according to university set schedules. Students and visitors are to immediately leave a building at closing time. A current university faculty or staff member must accompany a student in a locked building.

BULLETIN BOARDS

Bulletin board material must be approved and stamped by Student Services prior to posting. Inappropriate bulletin board material will be removed by Student Services personnel.

CAMPING

Students who wish to leave campus for weekend camping trips must submit a request through the regular weekend-leave process. The following guidelines must be verified: specific identification of camping site, approved adult sponsor to accompany mixed-gender groups, and separate sleeping arrangements for each gender. Campus organizations and non-residence hall students are expected to follow these guidelines. Camping on the Biology Trail and White Oak Mountain is prohibited.

CELL PHONES AND MOBILE DEVICES

Cell phones and mobile device must be silenced and off during classes, Convocations, concerts, worship services, in the library, and in designated study areas. Text messaging is inappropriate in public meetings. During testing, use of any electronic device not approved by the professor is considered cheating. In areas of personal privacy, electronic devices with cameras must be out of sight with the camera off. These areas include but are not limited to restrooms, locker rooms, and showers.

CLASS VISITATION

Classes at Southern are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells; hence, visitors may not enter such gatherings unless they are official guests with legitimate business in a classroom or have the permission of the instructor. Visitors who attend classes may not engage in the discussions unless invited to do so.

CLASSROOM CONDUCT

Professors and the institution reserve the right to remove students from classes if their behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom. Professors conducting extension classes from other institutions on the Southern campus share the rights spelled out by this policy.

CLERY ACT

Southern complies with the federal CLERY requirements for reporting and maintaining public record of reported crimes. A daily crime log, monthly crime statistics, an Annual Security Report, and other required safety information is available upon request at Campus Safety.

COMMUNICABLE DISEASE POLICY

The university is committed to acting with Christian compassion toward anyone with a communicable disease. Southern is also committed to protecting the members of its community from exposure to communicable diseases. The university's position is that practicing universal

contamination precautions and abstaining from intravenous drug use and from sexual relations outside of marriage are the most effective ways to avoid exposure to communicable diseases. A plan with detailed procedures to accomplish these goals has been officially established and is published in the university's *Policy and Procedures Manual* and is also on file in the office of the vice president for Student Services.

COMMUNICATION

Students are expected to communicate when contacted by university administrators. A student who refuses to respond may be subject to suspension.

CRIME ON CAMPUS

Campus Safety, 236.2100, southern.edu/campussafety

Emergencies and life threatening situations should be reported to 911 immediately. Crimes, criminal type activities, and life safety problems should be reported to Campus Safety. The United States Department of Education and the State of Tennessee, Tennessee Bureau of Investigation, require colleges and universities to process crime statistics on the following: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor violations, drugs, weapons, arson, larceny, and hate crimes. Crime statistics or additional information regarding safety is available at Campus Safety during regular business hours or on Campus Safety's website. Campus Safety is available for assistance and service 24 hours a day, seven days a week.

CROSSWALKS

Pedestrians crossing the streets on campus should cross at the designated crosswalks. Tennessee law requires drivers to yield the right-of-way to pedestrians in crosswalks. However, no pedestrian shall suddenly leave a curb or another place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. If the pedestrian does not allow reasonable time and distance for the driver to stop, the driver has the right-of-way.

CURFEW

Residence hall lobbies are closed at 11 p.m. Sunday-Friday, and at 12:45 a.m. on Saturday. Campus curfew is midnight. The campus is closed between midnight and 5 a.m. During this time, the walking/running track and the tennis courts may be used for their intended purpose with the provision that a valid university Campus Card be shown if requested by the Campus Safety officer on duty. Loitering on campus after buildings close is prohibited. Residence hall students will be asked to return to their residence. The Student Park closes at sundown unless prior arrangements have been made through Conference Services and Events. Ropes courses and Biology Trails are closed at sundown.

DISABILITY SUPPORT SERVICES (DSS)

**Lynn Wood Hall, suite 137, 236.2574,
southern.edu/disabilitysupport**

Students with disabilities should contact Disability Support Services (DSS) when they decide to attend Southern. Upon arrival on campus, they should immediately arrange an appointment for a confidential discussion of their situation, whether or not they intend to request accommodations. (Students who request accommodations after the third week of the semester might not complete the process in time to receive accommodations for that semester.) Legally, no retroactive accommodations can be provided.

Southern is in compliance with Section 504 of the Rehabilitation Act (1973) and is dedicated to the elimination of architectural and prejudicial barriers that prevent any qualified person from attending. Toward that end, Southern has established the DSS to assist in advocating for reasonable accommodations that help ensure equal access to course content and evaluation. However, the university does not assume responsibility for providing accommodations or special services to students who have not voluntarily (and confidentially) identified themselves as having a qualifying disability or to those who have not provided DSS with appropriate documentation of their disabilities.

DISCIPLINE

All major academic and non-academic disciplinary procedures are under the direction of the vice president for Academic Administration and the vice president for Student Services, respectively.

If suspension is a possibility, the student meets with the vice president for Student Services and other appropriate university officials. A decision regarding the appropriate disciplinary action is made. The student accepts this decision or has the right to appeal to the Discipline Review Committee within 48 hours of notification. The vice president for Student Services has the prerogative to refer any case to the Discipline Review Committee. This committee includes the director of Student Life and Activities, chair, dean of men, dean of women, two faculty selected by University Senate, and one faculty selected by the committee chair from a list of three provided by the student.

The university discipline process is separate from any criminal procedures. Discipline decisions may rely in part on information received from civil authorities but are not dependent on any civil or criminal proceedings.

DISTRIBUTION OF INFORMATION

Anyone who desires to distribute information via pamphlet or papers on Southern's campus must receive permission from the Administrative Council through Students Services.

DRESS CODE

As a Christian educational institution, Southern has established a dress code emphasizing modesty, cleanliness, neatness, and professional appropriateness. Students are to meet the following requirements:

Men

1. Modest pants worn at the waist with shirts or sweaters
2. Sabbath services (vespers, Sabbath School, church): Suits or sport coats with shirts and ties or turtleneck sweaters
3. Beards and mustaches clean and well groomed
4. Modest recreational apparel

Women

1. Modest dresses, skirts, or pants with shirts or sweaters
2. Sabbath services (vespers, Sabbath School, church): Modest skirts, dresses, or dress pants with shirts or sweaters
3. Makeup should be natural in appearance
4. Modest recreational apparel, including one-piece swimsuits

Men and Women

1. Shorts are not to be worn in classroom buildings or during Convocation programs. Shorts are permitted in the dining hall during supper.
2. Shoes and shirts are required in all non-recreational public places.
3. Hair is to be clean, neat, and without radical styles.

Specifically prohibited in public are:

1. Sloppiness, tank tops, pajamas/lounge wear, and clothing that is torn, frayed, or with printing that contradicts university standards.
2. Tight fitting and revealing styles, sheer fabrics, low-cut tops, bare midriffs or shoulders, exposed camisoles, miniskirts with or without leggings, and skirts with deep slits.
3. Jewelry including bracelets, necklaces, chains, medallions, earrings, and rings. (Married students may wear wedding bands. Medical alert chains and bracelets are allowed.) Students who wear jewelry may be fined.

Students not compliant with the dress code may be fined and subject to further discipline. Guests at Southern are encouraged to comply with the dress code.

ENTERTAINMENT

Southern expects students to choose entertainment with discretion and to choose content that is spiritually and morally uplifting, focusing on that which is noble, right, pure, lovely, and admirable.

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Southern is committed to following all the requirements of FERPA. For specific information, contact Records and Advisement or see the *Student Records* heading in the Graduate Catalog.

FIRE ALARM

When a fire alarm sounds, everyone in the building must exit and go to the assembly area designated on each building's evacuation signs. Make sure you stay outside the collapse zone of the building. Collapse zone is 1 ½ times the height of the building. The porch is NOT outside of the collapse zone. If the alarm or emergency personnel give other instructions follow those instructions.

FIRE DRILL

Fire drills are required for all buildings each semester. When an alarm sounds, occupants are to follow the announced procedure promptly. There is a \$200 fine for not evacuating the building.

FIRE EQUIPMENT

Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject the offender to a \$200 fine and discipline. Anyone covering, tampering with, or removing a fire-system device is subject to a fine of \$200 and is responsible for damages. Tampering with fire equipment or violating fire regulations can result in civil and/or criminal charges and arrest.

FIRE HAZARDS

Candles, candle warmers, touchier lamps, spider lamps, hot plates, toaster ovens, toasters, incense, open-flame lamps, or any other item that could caused a fire or smoke-related incident is prohibited inside buildings and use of these items may result in a fine of up to \$200, in addition to charges covering damage caused by smoke or fire. All lamps must be UL (or similarly) listed. Power strips must be grounded (three-pronged plug), have a built-in circuit breaker, be UL approved, and be undamaged. It is recommended that power strips also have built-in surge suppression.

FIREWORKS AND EXPLOSIVE MATERIALS

Fireworks, explosives, or any mixture of chemicals or substances that can cause fire, smoke, or explosions are prohibited. Violators are subject to fines, discipline, damage costs as a result of smoke, fire, or explosions, and arrest on local, state, and/or federal charges.

FIREARMS AND OTHER WEAPONS

All city, state, and federal laws and regulations governing firearms and weapons apply on university property. Firearms and guns (including but not limited to bullet, pellet, BB, and paintball), bows and arrows, blowpipes, knives (or any edged weapon over three inches from bezel to tip), nunchucks, throwing stars, brass knuckles, and any other type of weapon prohibited by law are not allowed on campus. Violators are subject to fines, disciplinary actions (including suspension), and arrest on local, state, and federal charges.

FUNDRAISING

Fundraising by student organizations requires approval by the Student Activities Committee. Soliciting an amount exceeding \$500 requires approval by the Fundraising Committee. For further information, contact the director of Student Life and Activities. Approval must be received before any fundraising activities begin. Only organizations with current approval status may request permission to raise funds.

HAZING AND OTHER IRREGULAR ACTIVITIES

Hazing by organizations or individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass, or injure a fellow student is subject to discipline, including dismissal.

HEALTH SERVICES/CHARGES

southern.edu/health

Charges incurred at the University Health Center (UHC) are posted to the student account. The UHC will submit claims for those with Southern's student insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should plan to file their own insurance. A walk-out statement summarizing fees for services provided is available by request.

For after-hours care (evenings, nights, weekends):

1. More information is available at southern.edu/universityhealth.
2. Call Campus Safety, a residence hall dean, or residence hall front desk worker to page the nurse.
3. Call any time for emergencies, such as severe pain, fractures, moderate to severe bleeding, cuts that need suturing, red streaks from an infection, head or facial injury, allergic reactions, asthma attacks, and seizures.
4. During scheduled vacations/summer hours, there is no after-hours nurse. Erlanger East Urgent Care on Gunbarrel Road is open daily from 9 a.m. to 8 p.m.

HORSES

Due to the damage it causes to the landscape, horseback riding is not allowed on campus.

HOUSING

Currently enrolled graduate students may live in student family housing. Housing for winter and fall semesters is arranged through the housing coordinator in Financial Administration. Call 423.236.2816. Housing for the summer is available to graduate students in the residence halls and university apartments (Southern Village and Spalding Cove). Call 423.236.2990 or 423.236.2529 for more information.

HULSEY WELLNESS CENTER

Graduate students may join the Hulsey Wellness Center for \$80 per semester, payable at the center (not on the student account). The spouse fee is \$100 for the year. The monthly rate is \$20 for students, \$10 for spouses.

IMMUNIZATION REQUIREMENTS

- **PPD (TB) Skin Test**—Must be done within the last 6 months. If positive, must attach a copy of a chest X-ray done within the last 5 years
- **Two MMRs** (Measles, Mumps, and Rubella)—After 12 months of age for students born after 1956 or attach lab copies of titers showing immunity for all three diseases
- **Hepatitis B** (Series of 3)—Students must sign to acknowledge having received a fact sheet and choose either to be vaccinated or sign a waiver.
- **Meningococcal Meningitis**—Students must sign to acknowledge having received a fact sheet and choose either to be vaccinated or sign a waiver.
- **Two Varicella** (chickenpox)—For students born after 1980, or attached history of illness diagnosed by a healthcare provider or documentation of blood test showing immunity to Varicella.

INTELLECTUAL PROPERTY POLICY

Southern Adventist University recognizes that research and creative activities are integral functions of a university. The University encourages such activities by the faculty, staff and students, and recognizes its responsibility to see that creative and scholarly works are administered for the best interest of all parties concerned, including the public.

Southern affirms that the creator of intellectual property should have maximum freedom with respect to the creation consistent with obligations to Southern and other legal entities as established by the Faculty Affairs Committee. All intellectual property produced at Southern by faculty, staff, or students is covered by this policy. Intellectual property shall consist of, for example and without limitation: inventions, creative works, patentable subject matter, teaching resources, copy-

rightable materials, audiovisual materials, photographs, software, trade secrets and trademarks. No intellectual property is specifically excluded.

UNIVERSITY OWNERSHIP

When intellectual property, such as works, inventions, developments, or discoveries, is created with substantial use of University facilities, whether provided by external support or not, the University will originally retain the rights to the property, provided that it desires to commercially develop the property or to make it available to the public. If, however, the University elects not to commercially develop said property or fails to show diligence in such development, the ownership rights to that property may be acquired by the creator.

If the creator develops an intellectual property with substantial use of University facilities, she or he must make full and fair disclosure to the University of all such sources of compensation relating to that intellectual property.

WAIVER OF UNIVERSITY RIGHTS

- 1. Time for Review:** Before the creation of any work of intellectual property using substantial University resources, the creator(s) shall notify the office of the Vice President of Academic Administration. Inventors and authors shall receive the written decision of the University's intention to pursue or release rights of ownership within 45 days of the date of the formal submission to the office of the vice president of Academic Administration.
- 2. Release of Invention to Inventor(s):** The University may determine that an invention will not be patented, and will not be licensed or otherwise commercialized by the University. In those cases, the vice president for Academic Administration will cause ownership rights to be waived by the University.
- 3. Use of Revenue:** Funds received by the University from the sale of intellectual property owned by the University shall be allocated and expended as determined solely by the University.



LIBRARY

236.2788, southern.edu/library

McKee Library policies are available from the library and online. Consideration is expected for the library facility, resources, other patrons, and library staff.

LOCKDOWN

If there is an imminent threat to student or employee safety, the university may lockdown the campus or portions of it. If a lockdown is announced, get into or stay in a lockable room. Stay away from windows and doors. Once the door is locked, do not open it for anyone. Wait for the all clear from emergency personnel or the alarm system.

LOST AND FOUND

Campus Safety, 236.2100, southern.edu/campussafety

Campus Safety maintains a lost-and-found system for cataloging, storing, and disposing of items found on campus. To search online for a missing item, visit southern.edu/campussafety, click "Lost and Found," and follow instructions.

To claim or report a missing item, visit Campus Safety at 5061 Industrial Drive during business hours, or call 423.236.2100. Be prepared to provide detailed information and identification when claiming an item.

Campus Safety holds items for 180 days before disposing of them in accordance with Tennessee law.

MEDIA TECHNOLOGY

Because media technology has the potential to hinder learning and motivation, Southern has established policies and practices regarding its use.

Students are expected to choose media content by applying Biblical standards; what is true, honest, just, pure, and brings honor to God and His creation.

Student choices that have a negative impact on their own or another student's grades and/or spirituality may result in fines and/or confiscation of equipment. Media use should not disturb neighboring rooms in residence halls or cause a distraction in common areas on campus. A television viewing room is available in each residence hall. Residence hall deans are responsible for programming these sets. In addition, two large screens are located in the student center under the supervision of the Student Life and Activities director.

Students are expected to honor provisions in the Acceptable Use Policy, which they signed through Information Systems when receiving a southern.edu email account and access to the Southern network. Violations of these standards may result in university disciplinary action and criminal charges through the courts.

MEDICAL EMERGENCIES ON CAMPUS

236.2100 or 911

Southern Adventist University has an open medical services system, meaning any person can activate the emergency medical system by calling 911 or Campus Safety.

Situations that would definitely call for emergency medical services (EMS) would include:

1. Any life threatening situation
2. Loss of consciousness
3. Difficulty breathing
4. Chest pain
5. Uncontrolled bleeding
6. Seizures
7. Detached body parts
8. Severe / uncontrollable pain
9. Visible deformity

Because every situation is different and dynamic, every situation calls for decision making that is beyond the scope of this policy. If in doubt, call.

Calling 911 or having an ambulance on scene does not mean the patient must be transported by ambulance. A conscious, coherent, competent adult can refuse service and assume responsibility for their medical outcome.

MOVIES/VIDEOS/DVDS

The Film Subcommittee must approve in advance any feature-length films to be shown on campus or during any university-related function. Current copyright laws prohibit universities and suborganizations from publicly showing movies that are intended for private use. Requests for the showing of films should be directed to the chair of the Film Subcommittee.

Academic departments/schools and residence halls may approve films for specific non-academic use. In such cases the chair/dean plus one or more additional departmental faculty must participate in the approval process. Prior to the approval process, the department/school must contact the chair of the Film Subcommittee, who will provide film approval criteria.

MUSIC STANDARDS

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God. To assist with the responsibility, a screening committee is appointed by the University Senate each year to screen student programs before they are presented. Student groups should contact the chair of the Screening Committee three weeks before their scheduled performance so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.

**NONDISCRIMINATION**

In compliance with all applicable federal and state regulations, the university does not discriminate on the basis of race, color, gender, ethnic or national origin, disability, or age.

PARKING

See the *Automobiles and Motorcycles* heading.

PERSONAL IDENTIFICATION

Students are to present proper identification when requested to do so by administrators, faculty, and staff.

PETS

Pets are not allowed in any university buildings, including residence halls and student family housing. Students living in campus housing are fined \$200 if pets, excluding fish, are found in their rooms or apartments.

PROTECTION OF PERSONAL PROPERTY

Southern is not responsible for damaged, stolen, or missing personal property. Students should lock their rooms or apartments, vehicles, and bicycles and should store and lock personal items in an appropriate place.

Missing items should be reported to Campus Safety, with a description and serial number if applicable.

Students are encouraged to purchase insurance to cover lost or damaged items.

PUBLIC DISPLAY OF AFFECTION

Students are expected to conduct themselves with discretion and in a manner that will not embarrass other people.

QUESTIONNAIRES, SURVEYS, AND RESEARCH

Proposed student research must undergo a review process prior to research activity. This includes questionnaires or surveys by student organizations as well as research for class assignments. Further information and the required approval forms may be obtained from the vice president for Academic Administration or vice president for Student Services.

RECORDING

The use of electronic devices as a tool for learning is highly encouraged as long as permission has been granted by those being recorded prior to recording. If the content is to be broadcast or published, documented consent must be secured from the instructor.

REGISTRATION

Students register for classes online at *southern.edu/register*. Help with academic questions is available by calling 423.236.2899; for technical support, call 888.309.2471. Students must register for course work no later than the second week of the semester.

ROOFS

Any individual who is on the roof of a university building without authorization will be fined \$200. This constitutes trespassing and can also result in civil charges.

SABBATH OBSERVANCE

The Sabbath is God's time for people to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate this, the university gives primary attention to worship, rest, and Christian fellowship and service from Friday sundown until Saturday sundown. Students are expected to relate to the university in a manner that recognizes these values.

SELLING

Sales people and buyers are not allowed to solicit on Southern's general campus, including the student center. Exceptions to this policy for the residence halls must be approved by the head dean in consultation with the vice president for Student Services.

SEVERE WEATHER

If the outdoor tornado siren or indoor warning systems sound, seek shelter immediately—severe weather is imminent. Follow the instructions of the announcement or emergency personnel. Familiarize yourself with shelter locations in the buildings you use.

SEXUAL ASSAULT AND HARASSMENT

Southern offers support for any student subject to sexual assault harassment. Assault is a crime and should be reported to one or more of the following immediately:

1. Local law enforcement, 911
2. Campus Safety, 236.2100
3. Residence hall deans

If you are a victim of sexual assault:

1. Go to a safe place.
2. Report the assault immediately to local law enforcement, Campus Safety, or residence hall deans.

3. Do not shower or change clothing, as this may destroy vital evidence.
4. Call a close friend who can come to your location and offer you support.

The following university and local resources are available:

1. Campus Safety, 423.236.2100
2. University Health Services, 423.236.2713
3. Counseling and Testing Services, 423.236.2782
4. Chaplain's Office, 423.236.2786
5. Director of Student Life and Activities, 423.236.2484
6. Sexual Assault Crisis Center, 423.755.2700

SEXUAL CONDUCT

Southern Adventist University welcomes all students into a safe and supportive environment in which to discuss and learn about a variety of issues, including those of human sexuality. The university affirms the Biblical understanding of sexuality as a gift from God. Southern promotes purity in singleness and fidelity in marriage, which it believes was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in living companionship. Departures from this norm include both heterosexual sex outside of marriage and homosexual behavior.

Southern prescribes Biblical standards of personal conduct. The university does not condone non-marital heterosexual conduct or homosexual conduct or the encouragement or advocacy of any form of sexual behavior that would be contrary to the Seventh-day Adventist beliefs or the faith mission of the university. This statement is based on the official statement of the Seventh-day Adventist Church adventist.org/beliefs/statements.

The university encourages students struggling with these issues to avail themselves of opportunities for serious, confidential discussion and support through Counseling Services (423.236.2782) or the Chaplain's Office (423.236.2787).

SKATEBOARDING AND SKATING

Roller skating, inline skating, skate boarding, and longboarding have a risk of injury or damage. Consequently, the rider performs this activity at his or her own risk. The university assumes no liability or responsibility for injuries received while riding on university property. Administrative sanctions and/or disciplinary action may be taken toward a person who violates or disregards this policy.

Riders are to abide by the following:

1. Wearing a helmet is required. Wrist guards, elbow pads, and kneed pads are recommended.
2. No riding on the Promenade.
3. Provide right of way to pedestrians.

4. Stop at all pedestrian roadway crossing, check for cross traffic, and proceed with crossing only when it is safe to do so.
5. No riding on road, driveways, parking lots, the running/walking track, or in areas where vehicles are normally driven and operated.
6. No riding inside buildings.
7. No riding, jumping, or sliding on stairs, railings, curb edges, benches, walls, or trick riding.
8. No hanging onto or being pulled by any moving motorized or pedaled vehicle.

STANDARDS OF BEHAVIOR

Students are expected to establish a Christian lifestyle that fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer, Bible study, and Christian-service activities; practicing good study habits; selecting a balanced and nutritious diet and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibly and respectfully to other persons. Behaviors that do not promote such a lifestyle and are expressly prohibited include the use of alcoholic beverages, tobacco and illicit drugs; gambling; dancing; improper sexual behavior, including homosexual behavior; and attendance at entertainments that are spiritually or morally destructive. It is not considered appropriate for students of the opposite gender who are not married to each other to spend the night together. Students engaging in such behavior are subject to discipline.

STUDENT HEALTH INSURANCE

Wright Hall, 2nd Floor, 236.2566, southern.edu/risk

Graduate students are eligible to enroll in the university's student health plan. Maintaining medical coverage through the university or another health plan is strongly encouraged. The university's student medical coverage is also available for spouses and dependents. If you would like to sign up for coverage, please submit the Student Insur-



ance Information form to Risk Management at the beginning of each school year. A policy brochure describing benefits, terms, and limits is available on the Risk Management website, *southern.edu/risk*.

Students who are enrolled in online classes only are not eligible for health insurance

STUDENT RECORDS

Records pertaining to student life are maintained in the Student Services office. Documents of a general nature and of discipline resulting in a fine or citizenship probation are kept for a minimum of four years from the date a student last attended Southern. Documents of discipline resulting in suspension are kept for seven years from the date a student last attended Southern. In certain cases, such as official banning from campus, documents are kept indefinitely. Copies of relevant letters from other departments are kept for four years.

SUICIDE AND SELF-HARM

Any student who attempts suicide, displays behavior that could lead to such an act, or demonstrates a tendency toward self-harm will be placed on an open-ended medical leave of absence. Continuation as a student will occur only after the student has presented documentation of an approved therapy program, applicable releases, and a written commitment to avoid harmful behavior.

THEFT

Protection against stealing is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should take precautions to protect personal belongings. The act of individuals taking, without permission, any item they do not own is regarded as stealing. Students who are involved in theft are subject to prosecution and suspension or dismissal.

TITLE IX

In compliance with Title IX of the U.S. Higher Education Amendments (1972) Southern does not discriminate on the basis of gender. The director of Student Life and Activities, in Student Services is the Title IX officer. Student grievances under the Title IX should be presented to the director of Student Life and Activities, who will either resolve the grievance or present it to the Student Services Committee for resolution. The director of Human Resources is the designated Title IX officer for non-student employees.

TOBACCO

Although tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. It is Southern's policy to remain a safe and healthful environment. Possession, use, or distribution of tobacco products by Southern students is strictly prohibited. Violation is grounds for disciplinary action up to and including dismissal.

TUITION REFUNDS

A student who withdraws from school completely during the semester will receive a tuition and fees refund based on the date the completed withdrawal form (with all returned signatures) is filed with Records and Advisement. See the *Graduate Catalog* for percentage details.

USER ACCOUNT/EMAIL

See the *Email/User Account* heading in the Services section.

VEHICLE SALES

Only university-owned vehicles are permitted to be left on campus, including at Fleming Plaza, for the purpose of advertising for sale.

WEAPONS

See the *Firearms and Other Weapons* heading.

ADMINISTRATION

southern.edu/advancement
southern.edu/alumni
southern.edu/conferenceservices
southern.edu/give
southern.edu/marketing
southern.edu/marketresearch
southern.edu/president
southern.edu/records
southern.edu/research
southern.edu/risk

ACADEMICS

southern.edu/archaeology
southern.edu/art
southern.edu/biology
southern.edu/business
southern.edu/chemistry
southern.edu/computing
southern.edu/edpsych
southern.edu/english
southern.edu/fye
southern.edu/graduatestudies
southern.edu/history
southern.edu/journalism
southern.edu/library
southern.edu/math
southern.edu/modernlanguages
southern.edu/music
southern.edu/nursing
southern.edu/online
southern.edu/pe
southern.edu/physics
southern.edu/religion
southern.edu/socialwork
southern.edu/southern scholars
southern.edu/technology

SERVICES

southern.edu/access
southern.edu/activities
southern.edu/audiovisual
southern.edu/blogs
southern.edu/campus safety
southern.edu/campustalk
saucampusshop.com
southern.edu/careers
southern.edu/chaplain
southern.edu/church
southern.edu/counseling
southern.edu/disabilitysupport
southern.edu/enrollment
southern.edu/erc
southern.edu/finances
southern.edu/food
southern.edu/hr
southern.edu/international
southern.edu/intramurals
southern.edu/is
southern.edu/learningsupport
southern.edu/notify
southern.edu/parent
southern.edu/register
southern.edu/studentmissions
southern.edu/successcenter
southern.edu/talge
southern.edu/thatcher
southern.edu/tmc
southern.edu/transportation
southern.edu/universityhealth
southern.edu/vespers
villagemarketcollegedale.com
southern.edu/wehaul
southern.edu/wellness
southern.edu/wsmc

STUDENT ASSOCIATION

southern.edu/accent
southern.edu/sa
southern serves.com